

EMERGENCY PROTOCOL

I LOVE U GUYS Foundation



Student Safety

Creating a safe school climate for our students is a priority. A critical ingredient in creating a safe school environment is classroom response to an incident at school. Weather events, fire, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration, in partnership with our first responders.

The Canyon Grove Academy, in collaboration with the Pleasant Grove Police Dept (PGPD), Utah County Sheriff's Dept (UCSD), and Pleasant Grove Fire and Department (PGFD), has implemented the Standard Response Protocol (SRP).

Standard Response Protocol (SRP)

The SRP is not based on one individual possible scenario but on the response to any given scenario. One large benefit of the SRP is the standard language used by all responders; this includes students, parents, staff, and first responders. The protocol also allows for a predictable series of actions as an event unfolds.

The SRP is based upon five actions: **HOLD, SECURE, LOCKDOWN, EVACUATE, AND SHELTER**. Each has specific staff and student directives that are unique to the action.

During any of the scenarios listed, we ask that you **do not call or go to the school**. Doing so could put you or others in danger. **Do not call or text the student's cell phone**. This may put them in danger. The school will communicate with you once we have more information to share. Reliable information and updates can be viewed on the school and school webpages. If further action is needed on the part of parents and guardians, the school will communicate that information with instructions through ParentSquare (our mass notification system) and the school webpage.



HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to the inside of the building
- Business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from the hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on the reason for evacuation)
- Lead students to the Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to the shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method

Student and Parent Reunification

Events may occur at school that require parents to pick up their students in a controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, a hazmat issue, or if a crisis occurs at the school.

Canyon Grove Academy, in collaboration with the Pleasant Grove Police Dept (PGPD), Utah County Sheriff's Dept (UCSD), and Pleasant Grove Fire and Department (PGFD), has implemented the Standard Response Protocol (SRP), and other community partners have implemented the Standard Reunification Method, based on protocols established by the [I Love U Guys Foundation](#).

Student and Parent Reunification is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end-of-school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification of a Student and Parent Reunification

Parents may be notified in a number of ways. The school may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID".

Additional Resources: <https://iloveuguy.org/The-Standard-Response-Protocol.html>