



## STANDARD RESPONSE PROTOCOL FOR FIREARMS

SRP\* (Standard Response protocol) Taken and adapted from the guidelines of the Department of Homeland Security (DHS) and the Miami-Dade Police Department.

## I. GENERAL OBJECTIVES

- **Priority:** Preserve the lives of everyone working and studying at the center.
- **Avoid** all types of confrontations.
- **Act** quickly and without panic.



## 2. ALERT AND DETECTION

The center director or a designated individual must activate the alarm if they perceive a threat around the center. They must also call 911 if they are available and if they are conducting the evacuation.

Otherwise, each teacher must report the incident to 911 after evacuating, providing accurate details about the situation once they are safe.





## 4. LOCK THE DOORS AND/OR EVACUATE!

Upon hearing the signal or the code word "**LOCKDOWN**" over the radio,

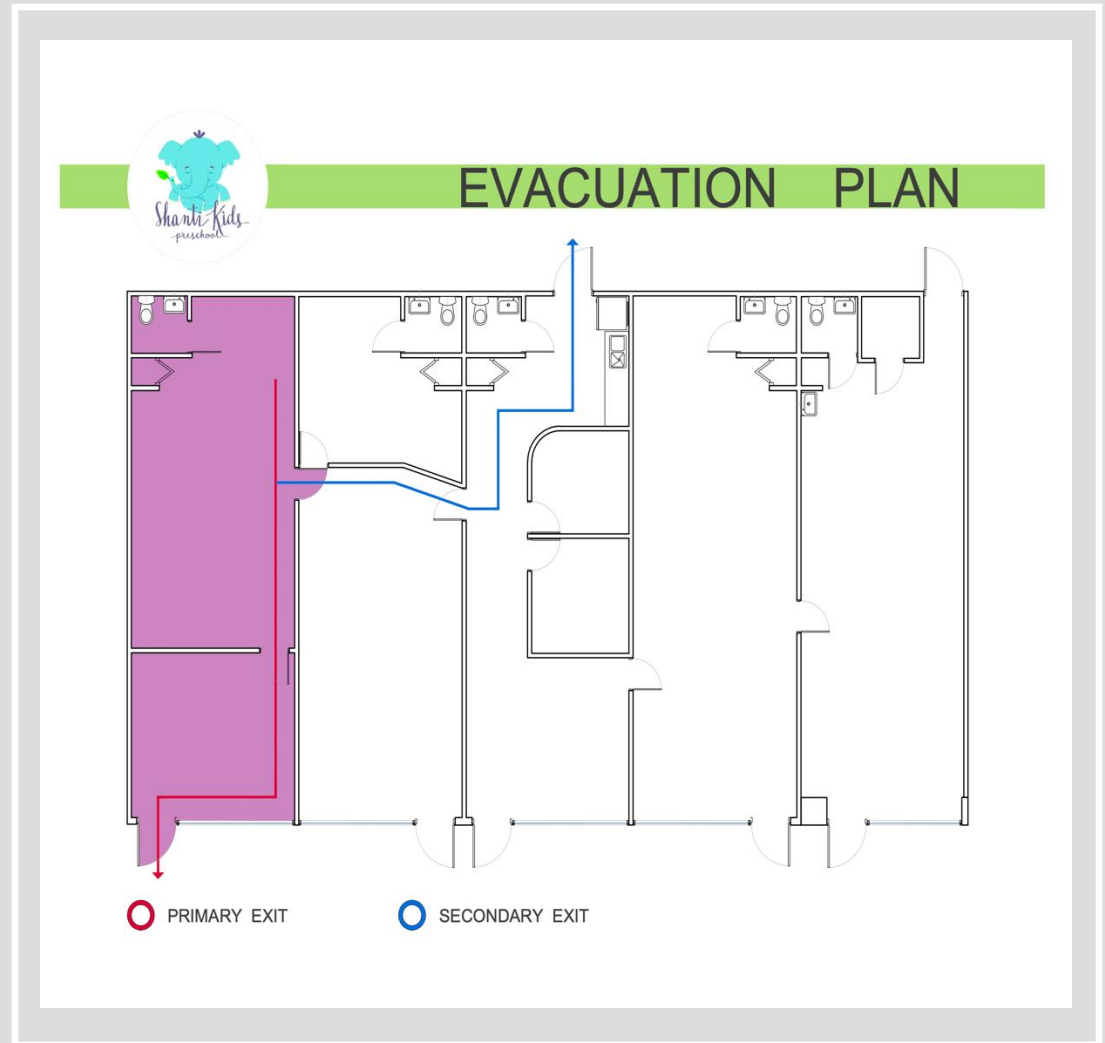
The following steps must be taken:

1. **For kindergarten and second grade** classrooms, the teacher (or selected students) must lock the door connecting to the classroom with the main entrance. This will restrict access to these classrooms and allow time for evacuation.
2. **ALL** teachers and groups of children should **IMMEDIATELY** prepare to evacuate via the main evacuation routes shown below.
3. Teachers should have their attendance list and verify that their entire group of children is with them before leaving.
4. Teachers should check the bathrooms **BEFORE** leaving to ensure that no students are left behind.
5. The evacuation should be carried out completely in **SILENCE AND IN ORDER.**
6. Those in the main entrance hall and offices should remain **CALM**, manage the situation, and allow time for the rest of the school to evacuate.

## 4. EVACUATION PROCEDURE

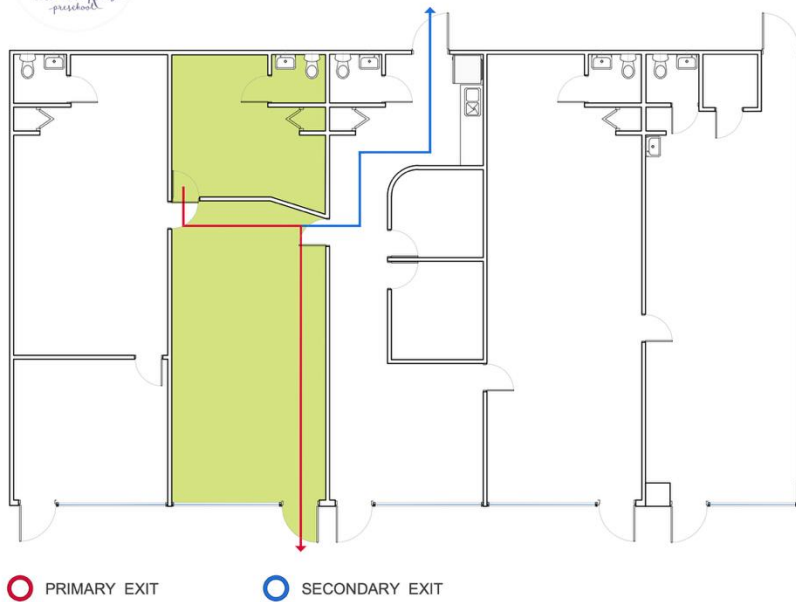
- **INFANTS Y VPK:**

Evacuate through the entrance that leads to the parking lot (red line).





## EVACUATION PLAN

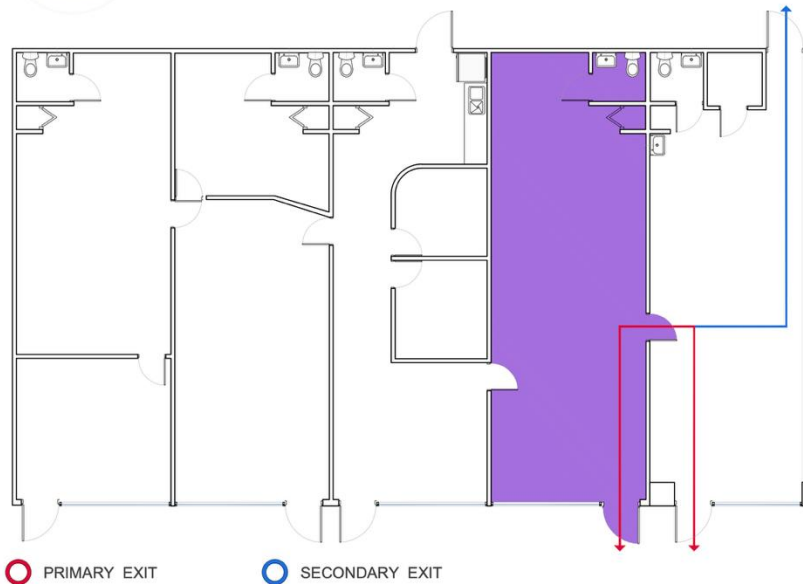


- **2nd grade:**

Evacuate along the red line through the door leading to the parking lot.



## EVACUATION PLAN

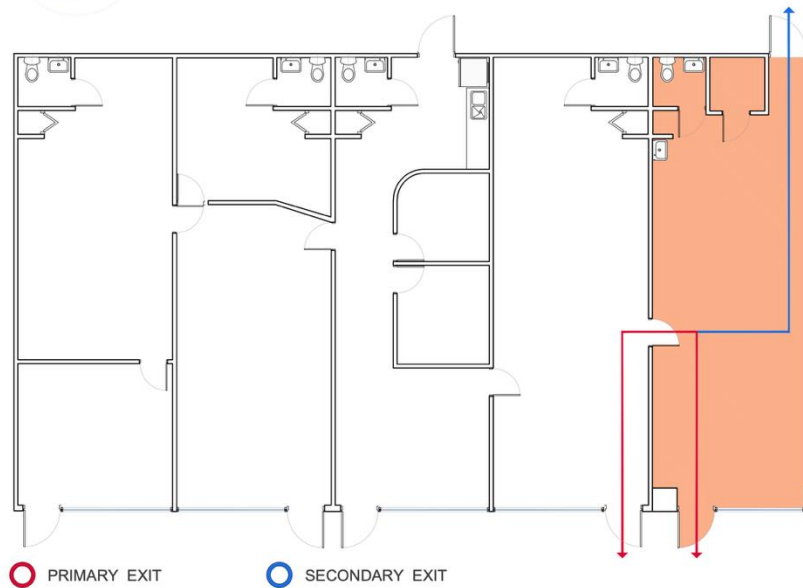


- **kindergarten y  
1rst grade**

Those in the blue area must evacuate to the playground and exit through the back door that leads to the back alley. (Blue line).



## EVACUATION PLAN

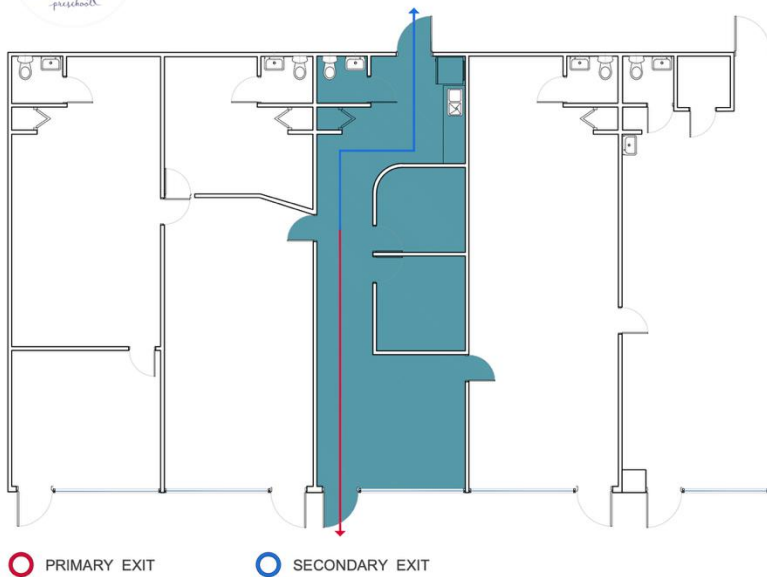


- **Toddlers & 3 years**

Evacuate to the playground and exit through the back door leading to the back alley. (Blue line).



## EVACUATION PLAN



- **The rest of the staff**

Must evacuate through the kitchen door (blue line).

(Blue line).



## 7. ROLES AND RESPONSIBILITIES

- **School Administrator and/or Designated Person:** Activate and coordinate the drill. Provide teachers with communication resources, such as radios and alarm signals. Inform everyone when the drill is over so they can return inside.
- **Teachers:** Protect and guide students. Help control panic and teach students to duck, remain silent, and evacuate quickly.
- **Students:** Obey, remain silent, and stay calm.
- **Other staff:** Close external doors, help evacuate children and teachers, and stay calm.

## 8. COMMUNICATION

Families will be informed through official channels.

The director and/or the person(s) designated for this function will be responsible.



## 9. SUPPORT, DRILLS, AND TRAINING

- Psychological care will be sought through families and various health insurance providers if necessary.
- The protocol will be reviewed to improve communication channels and response times for all staff.
- Two official drills will be conducted annually. These drills will be announced in advance to avoid causing unnecessary concern and stress for the children.
- Teachers and all staff will undergo training and drills on this protocol at least twice a year and whenever new staff members join.