

Monona Grove School District

Emergency Procedures Terminology

Active Threat

Used for an imminent threat or for an incident that is threatening the safety of students and staff. The incident could be inside or outside the building.

Suggested announcement/messaging: There is an active threat located in (describe location, if known). Initiate ALICE protocol.

Action: Staff should use ALICE principles to respond (Alert, Lockdown, Inform, Counter, Evacuate) based on information as it is received.

Precautionary Lockdown

Used in the event of a suspicious person or activity, in or near the building, that may be perceived as potentially harmful and could lead to an active threat.

Suggested announcement/messaging: We are under precautionary lockdown. Secure classrooms and offices with doors locked. Monitor your staff email and cell phone for further information.

Action: Lock and secure all external entrances, classrooms, and offices. Students outside for recess, outside class and practice need to be brought inside the building immediately. All visitors, including parents and guardians, will be kept out of the building until the all-clear is given. Take additional action based on information as it is received.

Building Hold

Used in the event of a threat or incident outside the building.

Suggested announcement/messaging: We are under a building hold due to (describe incident if appropriate). All exterior entrances are secured. Classes and passing time will continue as usual.

Action: Lock and secure all external entrances. Students outside for recess, outside class and practice need to be brought inside the building immediately. All visitors, including parents and guardians, will be kept out of the building until the hold is over. Classes and passing time continue as usual.

Classroom Hold

Used to secure the hallways, perhaps for a medical emergency, K-9 sweep, or behavior incident in the hallway, office or other areas of the school.

Suggested announcement/messaging: We are under a classroom hold due to (describe incident if appropriate). Please remain in your classrooms/office until an all-clear is given.

Action: Classes may continue with teaching and learning, but students are kept in the classrooms (passing bells are ignored until the all-clear is given). All classroom doors should be closed and locked.

