LOCKDOWN

LOCKDOWN is implemented when the threat of violence or gunfire is identified on the campus or the school is directed by law enforcement. During **LOCKDOWN**, students and staff are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until room is cleared by law enforcement or an **ALL CLEAR** signal is given by site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- ❑ Gunfire
- ❑ Threat of extreme violence outside the classroom
- ❑ Imminent danger in the surrounding community

Lockdown is a protective action against human threat while Shelter-in-Place protects against environmental threat. Lockdown requires closing and locking doors immediately after which no one is allowed to enter or exit. Shelter-in-Place calls for closed, unlocked doors and allows for the free movement of staff and students within the classroom or office.

LOCKDOWN:

- ❑ Is a response to an immediate danger; it is **not** preceded by any warning
- ❑ Demands quick action; an active shooter can fire one round per second
- ❑ Requires common sense thinking under duress; do what must be done to best ensure survival of both students and staff
- ❑ Requires that **all** exterior doors are locked
- ❑ Is intended to prevent intruders from entering occupied areas of the building
- ❑ Dictates that, once room is secured, no one is allowed to enter or exit under any circumstances until room is cleared by law enforcement or **ALL CLEAR** is issued by site administrator
- ❑ Requires that alternate strategies be in place for anyone who is locked out of a secured classroom or office

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PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ❑ Assume Incident Command role
- ❑ Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, all available details of situation
- ❑ Make public address announcement. Instruct teachers and staff to immediately lock doors and remain in the classroom or secured area until further instructions are provided

Example:
"Your attention please. We have an emergency situation.
Implement LOCKDOWN procedures immediately.
This is not a drill."
-REPEAT-

- ❑ Designate assigned individual to lock all doors leading into administration building
- ❑ Instruct office staff to seek safe refuge in a pre-determined "Safe" location within the building
- ❑ Contact school resource officer or other security personnel and provide available information
- ❑ When able, alert Superintendent's office
- ❑ Put on emergency IC/Admin vest and continue as Incident Commander until relieved by law enforcement
- ❑ Access the "Emergency Response Box" in order to provide law enforcement with maps, keys, rosters, etc.
- ❑ According to site communication plan, provide periodic updates to staff via public address, e-mail, or other agreed upon means. Continue updates even if there is no change in the situation
- ❑ After the emergency has been neutralized, initiate **EVACUATION** or **ALL CLEAR** procedures as directed by law enforcement
- ❑ If evacuating, Instruct Office Manager/Secretary to initiate automated emergency phone message regarding emergency **EVACUATON** information

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PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- ❑ Meet law enforcement at Incident Command Post
- ❑ According to site protocol, implement Student/Staff Accountability procedures and notify law enforcement of any missing persons
- ❑ If incident includes casualties, deploy Liaison Officer and alternate to first responder's Emergency Medical Command Post. Using **Mass Casualty Patient Tracking Sheet**, request victim identification and transport information. Complete tracking sheet for School Site Incident Commander. Only Coroner, police chaplain, or other public official should deliver official notification of deceased persons
- ❑ Transfer incident command to law enforcement but provide whatever assistance/information they require. Site administrator becomes part of the ICS Unified Command and is expected to remain at Incident Command Post through duration of event
- ❑ Through whatever means is most effective, provide parents/guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath

STAFF ACTIONS: IF STUDENTS ARE IN CLASS AT TIME OF LOCK DOWN:

- ❑ **Immediately** move to the door and check for passing students. Divert as many students as possible into the classroom
- ❑ Lock and close the door
- ❑ **DO NOT OPEN THE DOOR FOR ANYONE.** Law enforcement and/or Site Administrator will use keys to unlock door and clear the room
- ❑ Close blinds and turn off lights. If door has a window, cover with a pre-cut piece of heavy **black** construction paper
- ❑ Instruct students to stay quiet and out of sight. Relocate against the "Safe Wall," the wall least visible to the outside and most out of the line of fire
- ❑ Turn off television, LCD projector, document camera, etc. The room should be dark and quiet
- ❑ Control all cell phone activity (no outgoing or incoming calls)

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STAFF ACTIONS: IF STUDENTS ARE IN CLASS AT THE TIME OF LOCK DOWN:

- ❑ If safe to do so, locate emergency packet including attendance rosters. Remove staff ID placard and put it on
- ❑ If safe to do so, take attendance and document on appropriate form
- ❑ Remain in the classroom or secured area until further instructions are provided by the principal or law enforcement
- ❑ If anyone is injured or wounded inside the room and it is safe to do so, alert 911 of the nature and severity of injury or injuries. Use classroom phone, cell phone, or Internet to do so. **Only** in the event that all available channels of communication are disabled and the injury is life threatening, slide Red Cross placard (found in the emergency packet) under the door
- ❑ Do **NOT** call office to ask questions; Incident Command will send out periodic updates according to site communication protocol
- ❑ Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours

STAFF ACTIONS: IF STUDENTS ARE NOT IN CLASS AT THE TIME OF LOCK DOWN:

- ❑ If staff member is somewhere on campus other than own classroom or office, stay put. Do not attempt to get back to a specific location
- ❑ Direct students to nearest available safe building or location. If doors are locked, continue to look for a safe area. Consider moving students off-campus if that seems the safest option
- ❑ Do **not** chase students that run. Let them go
- ❑ Do **not** go into rooms that cannot be secured and offer no way out
- ❑ Students who find themselves in a room with no adult supervision should call the designated office number immediately. Visible instructions at every classroom phone provide additional “Need to Know” information
- ❑ If sheltering inside a room, lock all doors, close blinds/curtains, turn off lights, and direct students to move to “Safe Wall” inside the room
- ❑ Instruct students to stay quiet and out of sight

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STAFF ACTIONS: IF STUDENTS ARE NOT IN CLASS AT THE TIME OF LOCK DOWN

- ❑ Turn off television, LCD projector, document camera, etc.
- ❑ Remain calm and communicate with authority. If safe to do so, attempt to maintain separation between students and the perpetrator
- ❑ If anyone is injured or wounded inside the room and it is safe to do so, alert 911 of the nature and severity of injury or injuries. Use classroom phone, cell phone, or Internet to do so. **Only** in the event that all available channels of communication are disabled and the injury is life threatening, slide Red Cross placard (found in the emergency packet) under the door
- ❑ Control student cell phone activity (no outgoing or incoming calls)
- ❑ If safe to do so, locate emergency packet, remove staff ID placard and put it on
- ❑ If safe to do so, take attendance and document on appropriate form
- ❑ If safe to do so and according to site communications protocol, contact designated ICS Command to report your Lockdown location as well as names of students/staff under your supervision
- ❑ Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours

STAFF ACTIONS: IF STUDENTS ARE ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD (PE OR ACTIVITY CLASSES):

- ❑ Gather students together and organize into an orderly formation
- ❑ Inform students that as part of **LOCKDOWN** procedures, the class will evacuate off-campus to a pre-determined Off-Site Evacuation Location
- ❑ Follow pre-arranged evacuation route to evacuation location
- ❑ Upon arrival at the pre-arranged location, take attendance

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STAFF ACTIONS: IF STUDENTS ARE ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD (PE OR ACTIVITY CLASSES):

- ❑ By 2-way radio communication, cell phone, or other agreed-upon means, contact designated ICS Command to report class location and any absent or missing students
- ❑ Maintain order in all areas of shelter or assembly. Do not release students to parent/guardian unless instructed by Incident Commander
- ❑ Wait for another action or, if **ALL CLEAR** announcement is issued, return to school buildings and normal class routine

FOR THOSE STAFF MEMBERS WHO WORK IN AN OFFICE OR AUXILLARY SPACE:

- ❑ Through drills and training, pre-determine and practice where staff can safely hide
- ❑ Designate specific individuals to take responsibility for locking doors; always assign a second and third alternate
- ❑ Be alert to opportunities to improve the safety of the situation (Barricade the door, move off campus, respond proactively)