



LOCKDOWN PROCEDURES FOR THREATS INSIDE & OUTSIDE BUILDINGS

Part of Crisis Management Plan (July 2022)

WHAT IS A LOCKDOWN?

A school lockdown confines all staff and student to classrooms/offices due to a perceived or real threat; isolation of staff and students inside the school limits and decreases exposure of risk of outside danger. The practice of lockdown drills familiarizes both staff and students to the process

REASONS FOR A LOCKDOWN

- ❖ An intruder;
- ❖ Someone has a gun or weapon;
- ❖ An out-of-control student who is a threat to the safety of students, staff, or himself/herself;
- ❖ Hazardous chemical outside the building
- ❖ A weather-related event

FUNCTIONS OF A LOCKDOWN

- ❖ Removing students and faculty from the threat;
- ❖ Isolating the dangerous situation from the school;
- ❖ Allowing for an accurate accounting of students in each room;
- ❖ Depending on the situation, facilitating an organized evacuation away from the dangerous area.

WHAT IS AN INTRUDER?

An intruder is defined as someone who by appearance or action causes concern or raises substantial suspicion vs authorized person. An intruder should always be treated as if armed and dangerous. In cases of a suspected intruder on school ground or in the building, the following procedures will be followed.



Lockdown with **WARNING** Procedures when the threat is **OUTSIDE** the school

- Building administrator orders and announces: **"Lockdown with WARNING."**
- DO NOT USE CODES. Be direct and announcement should be repeated several times.
- **IMPORTANT:**
 - Special attention should be paid to classes that are outside of the school building, such as playgrounds and soccer fields.
 - Teachers must be able to hear the lockdown announcement.
 - An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Lock classroom doors.
- Secure and cover classroom windows.
- Move all persons away from windows.
- Take attendance of students in each classroom.
 - Teachers should make a list of missing and extra students in the room.
 - Teachers should take this list with them once they are directed to leave the classroom.
- Control all movement and disable bells. Move on announcement only.
- Once the threat has subsided, the building administrator announces **"ALL CLEAR."**



Lockdown with **INTRUDER** Procedures when the threat is **INSIDE** the school

- Building administrator orders and announces "**Lockdown with INTRUDER.**"
- DO NOT USE CODES. Be direct and announcement should be repeated several times.
- Immediately direct all students, staff, and visitors to the nearest classroom or secured space.
 - All persons in the restrooms should move to a stall, lock it, and stand on the toilet seat.
- Close and lock classroom doors or secured spaces.
- Turn off the lights and computer monitors.
- Move people away from the windows and doors.
- Keep all students sitting on the floor or place students against the wall where they cannot be seen or in the "Safe Space".
- Block door with heavy object or furniture.
- Keep students quiet.
- Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room.
 - Teachers should prepare to take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door.
- Stay in safe areas until directed by administration or law enforcement officers.
- When the threat is over/the intruder has left the building, the building administrator announces "**ALL CLEAR.**"



If students are OUTSIDE during Lockdown

- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site.
- DO NOT lock exterior doors.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- Never open doors during a lockdown, even in the event of a fire alarm.

Sources:

National School Safety Center

Practical Information on Crisis Planning: A Complete Guide for Schools and Communities-U. S. Department of Education.

Preparing Your School for a Crisis-U. S. Department of Education.

"Lockdown Procedures for Schools." GuideOne, The GuideOne Center for Risk Management, LLC

www.guideone.com/safety_resource/lockdown-procedures/