

Lockdown

Lockdown is an emergency response used when a school is faced with an immediate and possibly life-threatening situation at the site, and it must be taken seriously. A lockdown may be ordered for situations on site such as a bomb threat, violence, armed intruders, weapons, active shooters, or a hostage situation. A lockdown may also be ordered due to situations occurring near the site such as a civil disturbance or nearby law enforcement action.

Lockdown Signal

The signal to lock students and staff indoors is usually the euro-siren or the verbal "Lockdown!" command. See the *Basic Plan* for the specific lockdown signal at your site.

Note: Some special needs individuals may not hear or be able to understand or interpret the lockdown signal during an emergency. As part of your site's emergency preparedness activities, you should consider creating alternate forms of signaling a lockdown to these individuals. For more information, see Section 4 of your site's *Basic Plan*.

Lockdown Procedure

After identifying the type and level of emergency and determining that a lockdown is in order, the Principal/Site Administrator sounds the lockdown signal and calls 911 if necessary. Upon hearing the Lockdown signal, do the following:

1. Move all students and staff indoors immediately.
2. Close and lock all doors and windows.
3. Secure building entrances and lock outside hallway doors to ensure that unauthorized individuals do not leave or enter the site.
4. Close window coverings and turn off the lights.
5. Instruct students and staff to:
 - ◆ Stay lower than the windows (out of view) and away from doors and windows.
 - ◆ Not bunch into groups. Students and staff are safer from active shooters if they are spread out throughout the classroom or office area.
 - ◆ Remain quiet.
6. Check for injuries. Use the first aid supplies in the emergency wall unit to assist injured students/staff.
7. Make sure all students and staff are accounted for.
 - ◆ Take roll.
 - ◆ On rosters located on the emergency wall unit clipboard, check off names of students/staff that are present.

- ◆ On rosters, write names of extra persons (staff/students that are locked into your area, but are not listed on the roster).
 - ◆ On rosters, note the individuals who are injured or otherwise need assistance.
8. Place the appropriate Alert Sign (green "SAFE" or red "HELP") under the door or in the lower portion of the window nearest the exit.
 9. Distribute water and other supplies in the emergency wall unit, as needed.
 10. Follow verbal orders provided by law enforcement.

Note: In violent or extremely dangerous situations, law enforcement may evacuate staff and students room by room. In this case, teachers and staff can expect to be escorted from their room by armed law enforcement or S.W.A.T. members whose weapons will be drawn when the classroom door is opened. This may cause anxiety and fear among students, so do your best to calm the students prior to a law enforcement evacuation.

11. Listen for and respond only to verbal orders by the Principal/Site Administrator.
 - ◆ Directions may be provided via intercom, megaphone, or by runners.
 - ◆ Do not evacuate if you hear the fire alarm. An armed intruder could pull a fire alarm to trick staff and students into moving into open spaces. Wait for a verbal evacuation signal before you evacuate.
 - ◆ Remain with students and do not open the classroom door or release students for any reason unless authorized by on-site emergency personnel or school administration.
12. Return to normal schedule only when you hear the verbal "All Clear" signal.
13. Submit staff/student rosters to the Principal/Site Administrator or designee.

Lockdown Assistance for Persons with Special Needs

Staff and students with special needs may require assistance during a lockdown. During every drill or actual event requiring a lockdown, **all persons (staff and students) must be locked down.**

Disabled persons that are outdoors when a lockdown is issued must be assisted indoors. **Never leave a non-ambulatory person alone during a lockdown.**

Individuals with special needs may need supplies, equipment, and medications available to them during a lockdown. For students, these items should be specified in their Individual Education Plan (IEP) or Individual Health Plan (IHP). Staff members with special needs should prepare items they may need in advance and voluntarily discuss their situation prior to an emergency with their Supervisor.

Details about planning for assisting individuals with different types of disabilities during an emergency is provided in your site's *Basic Plan*.