

DISASTER/EMERGENCY PLANS (LOCK DOWN DRILLS)

A lockdown is used when there is an immediate and imminent threat to the school building population. Each principal will conduct a minimum of one lockdown drill per semester.

Lockdown procedures may be called for in the following instances:

- 1) Lockdown with warning - The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
- 2) Lockdown with intruder - The threat/intruder is inside the building.

Lockdown with warning procedures

- Building administrator will order and announce *"lockdown with warning"* procedures. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce *"all clear."*

Lockdown with intruder procedures (these actions happen rapidly)

- Building administrator will order and announce *"lockdown with intruder."* Repeat announcement several times. Be direct. Code words lead to confusion.
- immediately direct all students, staff and visitors into nearest

Page 1 of 2

classroom or secured space. Classes that are outside of the building

SHOULD NOT enter the building. Move outside classes to primary evacuation site.

- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until "all clear" is announced.
- Keep out of sight.
- Building administrator will announce "all clear."

Principals will inform parents that lockdown drills will take place during the school year. When a lockdown drill takes place, signs should be hung on outside doors and office indicating a lockdown is occurring. Parents should be informed after an actual event.

A lockdown checklist (E-03-R5) will be completed and placed on file. A copy will be submitted to the superintendent.