

## **School Lock-Down Procedures**

If a situation is determined that a lock-down is necessary, the following procedural checklist should be utilized:

- Commence the lock down immediately.
- Call the Security Office at \_\_\_\_\_.
- Security will respond with additional personnel to assist in the lockdown.
- Security will advise you on critical matters for you to consider and help to coordinate with other departments and needed resources.
- Security will also coordinate with the police, fire or public agency, etc., requesting the lock down.
- Security will assist you in required notifications.
- Contact appropriate Assistant Superintendents' office for additional instructions and information.
- Cancel all outside activities until notified by security, police or fire that crisis has been resolved.
- Utilize site staff to get all students inside the main building.
- If a gun is involved or shots have been fired move the students and staff into an inner area of the school. i.e.: hallways, gymnasiums, auditoriums, etc. If possible, avoid windowed areas.
- Close all windows and blinds or curtains.
- Do not allow students to be unattended at any time. Escort them wherever they need to go.
- No student should be allowed to leave the building unless attended by an adult/parent/guardian, or staff member.
- Lock all exterior doors.
- Station staff/security members at the main door, exterior doors and hallways with instruction regarding allowing or not allowing anyone access to the building.

- Do not allow any unauthorized persons in the building. If in doubt, request picture identification. If the person is authorized for entrance escort them to the main office to sign in.
- If news media is present, immediately notify Security who will inform the Public Information Office. The Public Information Office will deal with all inquiries and will advise you on making statements to the media.
- Consider any needed outgoing and incoming transportation changes. Security will assist you in coordination with transportation.
- If a departing bus is dripping off students at the site consider keeping those students at the site and contacting parents and arrange for alternative transportation.
- Consider if food is or will be needed for long term lockdowns.
- Security will assist you in making necessary notifications and coordinating help from other departments and agencies.