

LOCKDOWN CHECKLISTS
(INTERIOR LOCKDOWN)

INTERIOR LOCKDOWN: THREAT INSIDE THE BUILDING

If a threatening intruder or active assailant enters the building:

1. Upon observing an immediate threat, the school staff member will announce from the closest school PA system **three times:**
“INTERIOR LOCKDOWN; THREAT IN THE BUILDING”
2. The school staff member who observed the threat will call **911** immediately.
3. Office Staff will place the School Safety Binder on the counter (if safe to do so).
4. Staff will survey the hallway and quickly gather students into classrooms.
5. Staff lock classrooms, cover window in door, close blinds and curtains and turn off lights.
6. Students are to crouch or lie face down on the floor (or in a suitable lockdown position) and stay away from all windows and interior walls. Students are directed to be still and quiet.
7. Staff will not leave students unattended (it is mandatory that teachers do not open classroom doors until the Principal, his/her designate or police have announced the end of the Lockdown).
8. While in Lockdown, should the fire alarm activate, teachers are to stay in classrooms with students. Occupants are not to leave classrooms unless there is an actual fire and that there is a belief that there is imminent danger from fire or smoke (consider a window exit from the classroom).
9. If safe to do so, staff members will follow established attendance procedures.
10. Staff use judgement regarding “Right to Survive” strategies.
11. When deemed safe, office staff will call the Office of the Superintendent.
12. The Principal, his/her designate or police will announce the end of the Lockdown.
13. If evacuation occurs, students will be dismissed in a safe and orderly manner with staff assistance in the predetermined manner that will account for all student whereabouts.