Crisis Management Warning Codes (#1)

YOUR ATTENTION, PLEASE.
AT THIS TIME, WE ARE IN A "LOCKDOWN" PROCEDURE.

YOU NEED TO LOCKDOWN THE SCHOOL IMMEDIATELY. TEACHERS LOCK YOUR DOORS AND KEEP STUDENTS INSIDE UNTIL FURTHER NOTICE. STUDENTS AND STAFF ARE TO RETURN TO THE NEAREST CLASSROOM OR OFFICE. IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE.

Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (i.e., intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)

Principal / Building Administrator:

The Principal / Building Administrator will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

- School secretary will call 911, identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediately move to the off-campus Assembly Area, account for the students, and be prepared to evacuate off-campus to the relocation sites.
- Direct staff to switch bells to manual mode and deactivate the fire alarm.
- Notify the transportation director to stop all inbound buses and redirect them to designated relocation sites.

Teachers:

- Clear the hallway and bathrooms near your room by moving everyone into the classroom.
- Lock your doors, turn off your lights, and shut your blinds and windows.
- Move students and staff away from the doors and windows.
- Barricade the classroom door(s) and rooms as needed (desk, rope, filing cabinets, etc.).
- Move students and staff away from the doors (after barricading) and windows.
- Have all persons stand or sit down against an interior wall and have objects in hand (books, pens, etc.) to throw at the intruder if needed.
- Teachers have the option to exit/evacuate classroom/building to a place of safety if needed.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify Principal / Building Administrator of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the classroom until the Principal / Building Administrator gives the "All Clear" signal.
- If outside, teachers will move students to the designated off-campus Assembly Areas and wait for further instructions.

Notification to Parents:

- Bradley School District / Building Administration will make every effort to provide accurate and updated information to the parents of the Bradley School District.

- There may be times, when the administration and teachers have to monitor the interior / exterior of the building, to make sure the students and staff are safe. Safety of our students and staff are of the utmost importance during these situations.
- Bradley School District / Building Administration will let parents know by school messenger (phone or email home), Facebook posting, and a post on the district webpage once we have proper knowledge of the situation.
- There will be times that we are not able to send information out right away due to some circumstances. However, we will do our very best to keep the parents informed when we can.
- Bradley School District will do the very best to keep our students safe.

Level of notification to parents from Crisis Management Warning Codes (#1)

- School messenger email or phone call to parents from building administration.
- Posting on message on Facebook and District webpage.
- Practice Drills – no notification to parents on all practice drills during the year.