

LOCKOUT PLAN

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

- Lockout will be announced by intercom, public address system, or otherwise. Use plain language to announce a lockout.
- All outdoor activities are terminated immediately; students/staff are brought inside the building.
- Lock all exterior doors and windows.
- Leave blinds/lights as they are.
- Take attendance.
- Internal classes continue as normal.
- During a lockout, no one is permitted to enter the building, including parents. School entrances are monitored by staff.
- Lockout is lifted when the external threat is resolved. Notification may be made through any means appropriate.
- Listen for updates.

LOCKDOWN PLAN

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

- Lockdown will be announced by intercom, public address system, or otherwise.
- School staff will immediately gather students from hallways, restrooms, and common areas.
- All classroom and office doors are locked. Barricade if necessary.
- Students are seated on the floor next to the wall out of view from the door window and follow teacher instructions. Stay out of sight!
- Do not cover the door window. Leave the window blinds and lights as they are.
- NO ONE should be allowed to enter or leave a classroom or office under any circumstances.
- DO NOT communicate through the locked door. DO NOT answer a classroom telephone.
- DO NOT allow anyone into your 'secured' area.
- DO NOT respond to a fire alarm unless imminent signs of fire are observed.
- DO NOT respond to the intercom, public address system, or other announcements.
- Document and attend to any injuries as well as possible.
- Take attendance, including any additional students. Missing students' last known locations should be noted. Keep this record for when you are released from the lockdown.
- Stay hidden until physically released by law enforcement personnel.



Safety PLAN

Mini Guide



Williamsville Central School District
105 Casey Road
East Amherst, NY 14051

Key points to remember for each EMERGENCY PLAN...

SHELTER-IN-PLACE

Used to shelter students and staff inside the building.

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance. (Names of students not accounted for should be referred to attendance office.)
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Movement of students to locations should be done in a quiet, orderly fashion. Stay together at all times. Teachers and students should remain in place until either given further directions or released by a building administrator.
- Continue teaching but be prepared for a potential shift to a different drill/plan type.
- Listen for updates.

HOLD-IN-PLACE

Used to limit movement of students and staff while dealing with short term emergencies.

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.



To access the District Safety Plan go to
<https://www.williamsvillek12.org>



EVACUATION PLAN

Used to evacuate students and staff from the building.

- Remain calm and maintain supervision of students
- If fire alarm sounds, swiftly and quietly evacuate per your fire emergency routes. If directed to evacuate by administration, follow instructions.
- Leave blinds/lights as they are.
- Lead students to designated assembly or announced assembly area. Use secondary route if necessary.
- Be sure to take attendance roster(s)/"evacuation packet" for accountability check. Take attendance when safe to do so.
- Close the classroom door after exiting.
- Stand-by for additional instructions from administration or law enforcement officials.
- If "all clear" is given, report back to classroom/office for accountability check.
- If evacuated to off-site, perform a second accountability check upon arrival and stand-by for further instructions.
- If students are to be released from the off-site location, parents will be directed where and when to pick up their children.
- A student will be released only to an adult with proper identification and who is documented as an emergency contact for the child.
- Listen for updates.