


Standard Operating Procedure for School Lockdown

Subject: Lockdown Procedures	Effective Date: May 16, 2017	Page 1 of 6
	Approved by: Dr. Donnie W. Evans	Signature: 

PURPOSE This Standard Operating Procedure deals solely with the duties and responsibilities of Paterson Police Department personnel and Paterson Public School District as it relates to school lockdowns. The ultimate responsibility for determining the method of a school lockdown as well as the policies related to school lockdowns rest primarily with the respective school districts. The Paterson Police Department however has the responsibility to respond to reported lockdowns and to react per law enforcement regulations. Therefore, it is important that the Police Department and Paterson Public School District have specific policies in place that deal with this issue.

POLICY It is the policy of the Paterson Police Department that all members comply with the following procedures whenever responding to a facility in which active shooter lockdown or lockdown has been initiated. In addition, the Paterson Public School District will follow the lead of the Paterson Police Department and follow their school's safety plan.

I. ACTION

A. DISTINCTION BETWEEN "LOCKDOWN" "ACTIVE SHOOTER LOCKDOWN", "AND "SHELTER IN PLACE":

1. **LOCKDOWNS:** A lockdown occurs when occupants of the facility are directed to remain confined to a room/area with specific procedures to follow regarding locking of doors, closing of windows/shades, seeking cover, etc. This procedure is implemented when a criminal element is believed to be on the premises or near and officials expect that these measures will minimize risk exposure of the occupants to the criminal element. Lockdowns necessitate a police response and immediate intervention. The district works in cooperation with local law enforcement to create school crisis plans unique to each school. This will help ensure safe and efficient handling of school lockdown events.
2. **ACTIVE SHOOTER LOCKDOWN:** Armed intruder(s) in building. All unarmed personnel will lockdown including unarmed security and administrators and then follow listed lockdown procedure. Armed security will notify if possible (via phone

or radio) communication to police of their presence at building and will meet with first responding police officers, identify themselves and follow police commands.

3. **SHELTER IN PLACE:** Sheltering-in-place is similar to a lockdown in that the occupants are to remain on the premises; and there is no risk of an intruder on campus. Occupants may be moved to another part of the building to minimize risk of exposure to a dangerous event taking place outside of the building. For example, if there is a release of a chemical cloud from a nearby plant, to evacuate the occupants may put them at greater risk than sheltering them within the building. Occupants, if not required to move, may remain in their seats.

If a bomb threat is made, sheltering in place may be called and school personnel will follow procedures as specified in school safety plan.

Occupants will remain in this location until an **ALL CLEAR** or an **EVACUATION** announcement is made.

B. RECEIVING A REPORT OF AN ACTIVE SHOOTER LOCKDOWN DUTIES AND RESPONSIBILITIES:

1. **POLICE COMMUNICATIONS OPERATORS:** Police communications operator will attempt to obtain the following information from the person who is reporting the lockdown:
 - a. reason for the lockdown;
 - b. number and description of actors (if applicable);
 - c. type of weapons employed (if applicable);
 - d. total number of persons who occupy the facility;
 - e. any other pertinent information.

The police communications operator will direct a school representative to meet an officer at a designated location in order to supply more detailed information and to help coordinate the Paterson Police Department's response. Prior to such a request, it must first be determined whether such a meeting can be done safely.

Once this information is obtained, appropriate levels of police personnel and related emergency service personnel will be dispatched to the scene based upon the nature of the incident that necessitated the lockdown.

If the situation or circumstances do not permit direct interactions with a school representative, the responding supervisor will request levels of police and related emergency service personnel appropriate to the facts known to the supervisor regarding the threat or hazard.

2. PATERSON POLICE DEPARTMENT SUPERVISORS:

- a. If an actual active shooter lockdown occurred, on-scene supervisors will ensure immediate notification of command and investigative personnel, specialized units (as appropriate) the Chief of Police and the Passaic County Prosecutor consistent with Passaic County Prosecutor's Office directives. The supervisor will also:

- Request additional personnel, as appropriate (i.e., traffic control, perimeter control, etc.);
 - Ensure that appropriate outside agencies have been notified, (i.e. fire department, rescue squad, OEM, Bomb Squad, tactical response teams, HAZMAT units, other law enforcement agencies having an interest in the area of the threat, etc.);
 - Ensure that the investigating officer has obtained all pertinent information that may:
 - Lead to the safety and protection of the students and staff;
 - Lead to the apprehension of the actor(s) involved; and
 - Serve as intelligence information for responding specialized units.
 - Direct additional personnel to conduct support functions (i.e. traffic control)
 - Designate an area for the establishment of a command post;
 - Coordinate the response of outside agencies that have been dispatched to assist.
 - If on-scene supervisor(s) believes that a criminal element has entered or attempted to enter school and the lockdown was initiated in response to that element, the “Rapid Response to an Active Shooter” procedures shall be implemented.
3. INVESTIGATING OFFICER: Upon arrival at the scene, the investigating officer will assume responsibility for conducting the preliminary investigation. The officer shall also be tasked with obtaining information that may be useful for tactical teams and negotiators, as appropriate.
4. The Paterson Public School District (Principal of the School/Principal of Operations)
- a. Receives information that there is reason to place the school building into lockdown
 - b. Nature of the situation
 - c. Number and description of perpetrators
 - d. If weapons are allegedly involved – what are they?
 - e. Teachers/Staff will go into immediate lockdown
 - f. Everyone out of the hall (Be sure gymnasiums, auditoriums, balconies and cafeteria are all included in the lockdown)
 - g. Paterson Police Department immediately notified
 - h. Paterson Public School District – Principal/Principal of Operations is the individual at the school building that will take charge, and work with the Paterson Police Department and notify the Assistant Superintendent

- i. Principal and Security Staff assess the situation and act in accordance with the school safety plan.
- j. Principal will determine a command center in the school
- k. Security cameras may provide much-needed information to identify students or intruder.
- l. The Assistant Superintendent for the specified school will be the central office person in charge
- m. The Assistant Superintendent will determine a command center at the District Office which will include the following administrators:
 - Assistant Superintendent
 - Deputy Superintendent
 - Director of Security/Representative
 - Director of Communications
- n. Reunification site will be determined and announced

C. NEWS MEDIA/COMMUNICATIONS: All media interactions and disclosure shall be consistent with the Paterson Police Department's Public information Policy.

NOTE ON TACTICAL FLIGHT RESTRICTIONS (TFR): A TFR is a regulatory action issued via the U.S. Notice to Airmen (NOTAM) system to restrict certain aircraft from operating within a defined area, on a temporary basis, to protect persons or property in the air or on the ground. Should an event occur (e.g. Active Shooter) whereby tactical operations are in progress and there is a real concern that the suspect(s) may possess the capabilities of observing said real-time operations on television, thereby putting at risk the safety of the law enforcement operations at on-going event, the lead law enforcement agency may pursue a TFR by contacting the Operations Manager in Charge of the NY Center (Ronkonkoma, Long Island, NY – has jurisdiction over most of New Jersey) and requesting a TFR.

NOTE: For more detailed explanations of TFR's go to www.faa.gov, and under the subheading of "Regulations & Guidelines", click on "Advisory and Circulars". Then in the "search" window type in "91-63c", which will bring up the actual Advisory Circular which gives specific information related to TFR's.

- 1. The Paterson Public School District Executive Director of Information Services/Special Assistant to the Superintendent will receive communication messaging from the Paterson Police Department. Communication will only go out if the Paterson Police Department has approved the message.
 - a. Surrounding schools will be notified of the incident by the Assistant Superintendent. If surrounding schools need to be placed into a lockdown, Paterson police would make that call.
 - b. The Assistant Superintendent will recommend to the Deputy Superintendent if students and staff are dismissed after the lockdown and before the conclusion of the school day. If there is an early dismissal parents will be notified via an

automated call. There will be a staggered release. Students who are transported to and from school will be supervised until the buses arrive.

D. PATERSON PUBLIC SCHOOL DISTRICT AFTER ACTION ACTIVITIES:

1. Personnel involved in the event shall be required to submit applicable written after-action reports delineating their assignments as well as detailed descriptions of their actions during the event. Immediately thereafter as practicable but under no circumstances to exceed two weeks, all after-action reports will be forwarded to the Passaic County Prosecutor, State or Federal agency, as applicable and if requested, who will then oversee/coordinate a multi-agency critique of the event to review the responses/actions taken by the involved agencies. The results of this critique may be utilized for plan revision and future training.
2. A written report and SIR will follow the incident

E. TRAINING/POLICY REVIEW ISSUES:

1. The Paterson Police Department is strongly encouraged to schedule joint practical drills with the other emergency services and school officials within their respective municipalities. Once again, the drill involving lockdown procedures can be practiced and tested during corresponding drills to "Rapid Response to An Active Shooter."
2. The Paterson Police Department shall review this policy on an annual basis and make revisions as necessary.
3. The Police Training Commission shall develop and/or certify standardized training guidelines and lesson plans for "Lockdown" training as it relates to law enforcement. This training will be incorporated into the training for "Rapid Response to an Active Shooter" and shall occur annually. Adherence/Compliance with these guidelines are mandated. Standardization of training will help ensure that all law enforcement agencies/personnel receive a foundation of lockdown training, will react in a similar manner and will enhance the ability of agencies to work as a team during mutual aid incidents. Furthermore, it will give law enforcement some insight as to what to expect if they are dispatched to a school facility which has undergone a lockdown.
4. **RECOMMENDATIONS:** It is recommended that:
 - a. Paterson Police officials invite school officials into this policy review process for input purposes and supply designated school officials with a copy of the final product as well as any future revisions that may occur (all void of specific law enforcement related tactics and strategies)
 - b. School officials review and revise (if necessary) their respective policy on an annual basis, that they invite law enforcement into this review process for input and supply law enforcement (local and county) with a final product as well as any future revisions.

- c. Current blue prints of the floor plans of each school within the district are supplied to the Paterson Police Department.
- d. School officials train all of their staff (administrators, educators and custodial) annually regarding this issue. Once again, the Paterson Police Department should be invited to assist in this training so that they can better explain to school staff as to why certain things are done, what is expected of them and what they may expect from law enforcement.
- e. School officials develop a synopsis of “cliff note” version of their school related lockdown procedures and distribute them, in addition to the policies themselves, to designated district employees as well as law enforcement.
- f. During their planning phase, school officials should consider a variety of staging areas to evacuate students to and to alternate the usage of these designated staging areas so as not to be predictable.

II. Dissemination

All building Principals, Supervisory and Administrative employees of the Paterson Public School District.