



LOCKDOWN

The following procedures will be initiated for a Lockdown at an SBCSS school or facility. This method is to help safeguard students, visitors and staff from violent person or threatening incidents in the SBCSS community.

IF A LOCKDOWN IS REQUIRED. As soon as reasonably possible, the school or building staff member, or whomever identifies the imminent threat should initiate a lockdown. Initiation may occur through one or all the methods: Catapult EMS, Atlas-audio visual display, InformaCast phone system or announced via a public address intercom (P.A.) with a verbal message like the following: **“Attention all students, visitors and staff, lock down immediately! I repeat. Lock down immediately!”**

DURING A LOCKDOWN, OUTSIDE A BUILDING

- **Students and teachers** should move away from threats, hide out of sight or inside, if applicable.
- **Staff and Non-school personnel** should not return to the effected building and lock down in an alternate safe location, e.g. county, city or other government facility.
- In both cases, SBCSS staff shall notify their supervisor as soon as it is a safe time to do so. Provide their location, number of students or other staff present.
- When a Catapult EMS alert message has been activated, staff should also check in through the system. Teachers may include student accountability.
- Once law enforcement is on scene and depending on the situation, students, visitors and staff will be directed where to relocate. Staff must assist with maintaining supervision of students until reunited with parents or guardians.

DURING A LOCKDOWN, INSIDE A BUILDING

1. Lock door(s) or secure entry ways with **Safety Bars**, wrapping the **Door Closer Arms, Tie the handle to a fixed-heavy object**, or other means.
2. **Close** the window blinds or curtains, if applicable.
3. Keep students and visitors **away from** windows and glass doors.
4. Maintain a **calm and quiet** environment. Silent phones or lower speaker volumes.
5. **No one may enter or exit** the room. **DO NOT OPEN THE DOORS UNDER ANY CIRCUMSTANCES!**
6. If gunshot(s) or explosion(s), move everyone **on the floor or behind heavy objects** (if possible).
7. **Barricade door(s) or block entry paths** with desks, chairs, filing cabinets, solid weighted objects, etc.
8. Keep **phone lines open**. Listen for instructions from SBCSS designee, school administrators or police.
9. No one should leave the room, offices or building until the police enter and escort people outside.

PRINCIPAL OR SENIOR BUILDING MANAGER

- Keep the telephone line(s) open for communication. In most cases a wireless phone may be best.
- Coordinate with first responders to account for students and staff who are outside or displaced.
- Work with other non-impacted SBCSS staff to prevent re-entering into the school or building and any organization of relocation efforts or reunification areas.
- Keep communicating with local police department.

ALL CLEAR, LOCKDOWN IS OVER

- The Site Principal or Senior Building Manager or designee will provide an "ALL CLEAR" when the incident has been resolved.
- Changes in lockdown conditions may be delivered in various ways: public address intercom (P.A.), Catapult EMS, Atlas-visual display, InformaCast phone system or email.



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