Outside Threat - Lockdown Protocol
Event: Outside Threat in proximity to the building

The building is secured and students and staff are locked in rooms and are unable to be seen from the outside of the building. All doors and windows are closed and locked.

Authority to Initiate: Administration, Staff, Law Enforcement, Fire Chief
-Administrator: Alert any students and staff outside the building or in bathrooms and halls to return to class.
-Activate Notification System: "We are going into an Outside Lockdown", then call 9-1-1
-Teachers: Move students to a safe area in the room to reduce visibility from outside of building (wall under windows)
-Do not allow students to use cell phones or internet
-Close and lock exterior doors and windows
-Turn off lights
-Remain in position until notified by proper authority
-Verify attendance by texting the principal (all safe or # of missing students and where they are, if known)
Other Staff: Join the closest classroom

Inside Threat - Lockdown
Event: Intruder, Active Shooter, Threat Inside of the Building

Students and Staff are secured in rooms and are unable to be seen from inside of the building. Inside doors and windows are closed and locked.

Authority to Initiate: Administration, Staff, Law Enforcement, Fire Chief
-Administrator: Alert any students and staff in bathrooms and halls to return to class
-Alert any students or staff outside of the building and have them go to a safe plaxce away from the building
-Activate Notification System: "We are going into an Inside Lockdown", then call 9-1-1
-Teachers: Move students to a safe area in the room to reduce visibility from inside of building (wall not viewable from door)
-Do not allow students to use cell phones or internet
-Close and lock exterior doors and windows
-Turn off lights
-Verify attendance by texting the principal updates (all safe or # of missing students and where they are, if known)
-Remain in position until notified by proper authority
Other Staff: Join the closest classroom

OUTSIDE THREAT - LOCKDOWN

INSIDE THREAT - LOCKDOWN

Hazardous Atmosphere - Shelter In Place

Event: Hazardous Material or Chemical Incident Outside of Building

The building is secured and the students and staff are sheltered from the hazardous atmosphere. The HVAC system is turned off to limit the amount of contaminated air infiltration into the building.

Authority to Initiate: Administration, Staff, Law Enforcement, Fire Chief

Protocol:

-Administrator: Alert any students and staff outside the building and have them attend the yellow room where they can be isolated from the building population

-Alert any students and staff or in bathrooms and halls to return to class

-Activate Notification System: "We are going into a Shelter in Place", then call 9-1-1

-Teachers: Go about regular routine BUT stay in classrooms (NO BATHROOM OR DRINK BREAKS)

-Do not allow students to use cell phones or internet

-Close and lock exterior doors and windows (NO ENTRANCE OR EXIT)

-Turn off lights

-Verify attendance by texting the principal (all safe or # of missing students and where they are, if known)

-Remain in position until notified by proper authority

Other Staff: Join the closest classroom

Lockdown to Evacuate

Event: Any Lockdown that requires school removal

Students and Staff are accounted for and then evacuated in an orderly manner to a receiving facility.

Authority to Initiate: Administration, Staff, Law Enforcement, Fire Chief

Protocol:

-Administrator: Alert any students and staff outside the building and have them return to the building

-Alert any students and staff who are in the bathrooms and halls to return to class

-Activate Notification System: "We are going into a Lockdown Evacuation", (depends on reason for lockdown)

-Arrange for transportation if needed

-Contact receiving school/building

-Secure building when the evacuation is complete

-Teachers: Evacuate rooms awaiting transport vehicles depending on reason for lockdown

-Do not allow students to use cell phones or internet

-Verify attendance by texting the principal (all safe or # of missing students and where they are, if known)

-Grab class roster and verify attendance again once at evacuation site

-Remain in position until notified by proper authority

Other Staff: Join the closest classroom

HAZARDOUS ATMOSPHERE - SHELTER IN PLACE

LOCKDOWN TO EVACUATION

Tornado Protocol

Event: Strong storms that make it unsafe to be by windows. **The building is secured and the students and staff are sheltered in their assigned areas of the building.**

Authority to Initiate: Administration, Staff, Law Enforcement, Fire Chief

Protocol:

-Administrator: Alert any students and staff to go into a tornado protocol.

-Alert any students and staff in the bathrooms to stay there.

-Activate Notification System: "We are going into a Tornado Protocol", then call 9-1-1

-Teachers: Take your students to your assigned location. Have students get on their knees and bend over covering their heads.

-Do not allow students to use cell phones or internet

-Close and lock exterior doors and windows (NO ENTRANCE OR EXIT)

-Turn off lights

-Verify attendance by texting the principal (all safe or # of missing students and where they are, if known)

-Remain in position until notified by proper authority

Other Staff: Join the closest classroom

Fire Protocol

Event: A fire in the building. **Students leave the building.**

Authority to Initiate: Administration, Staff, Law Enforcement, Fire Chief

Protocol:

-Administrator: Alert any students and staff to go into a fire protocol.

-Alert any students and staff in the bathrooms to leave the building out of the closest exit and join their class outside.

-Activate Notification System: "We are going into a fire Protocol, then call 9-1-1

-Teachers: Take your students to your assigned location. All classes will go out the closest exit and meet on the basketball court.

-Do not allow students to use cell phones or internet

-Verify attendance by texting the principal (all safe or # of missing students and where they are, if known)

-Remain in position until notified by proper authority

Other Staff: Join the closest classroom

HAZARDOUS ATMOSPHERE - SHELTER IN PLACE

FIRE PROTOCOL