Title: Procedure for Conducting a Lockdown

Control Information

Control Item	Details
Owner/Curator	Athena Lodge
Policy #	KVP 5004
Supersedes	
File Location	www.kingsvalleycharterschool.org
Board approval date	February 2, 2023

Revision History

Revision	Date	Revision Description	Originator
A		Initial Release	Bourget
B	2/2/2023	Update for new systems	Athena Lodge

1. Procedure for Conducting a Lockdown.

1.1. Objective:

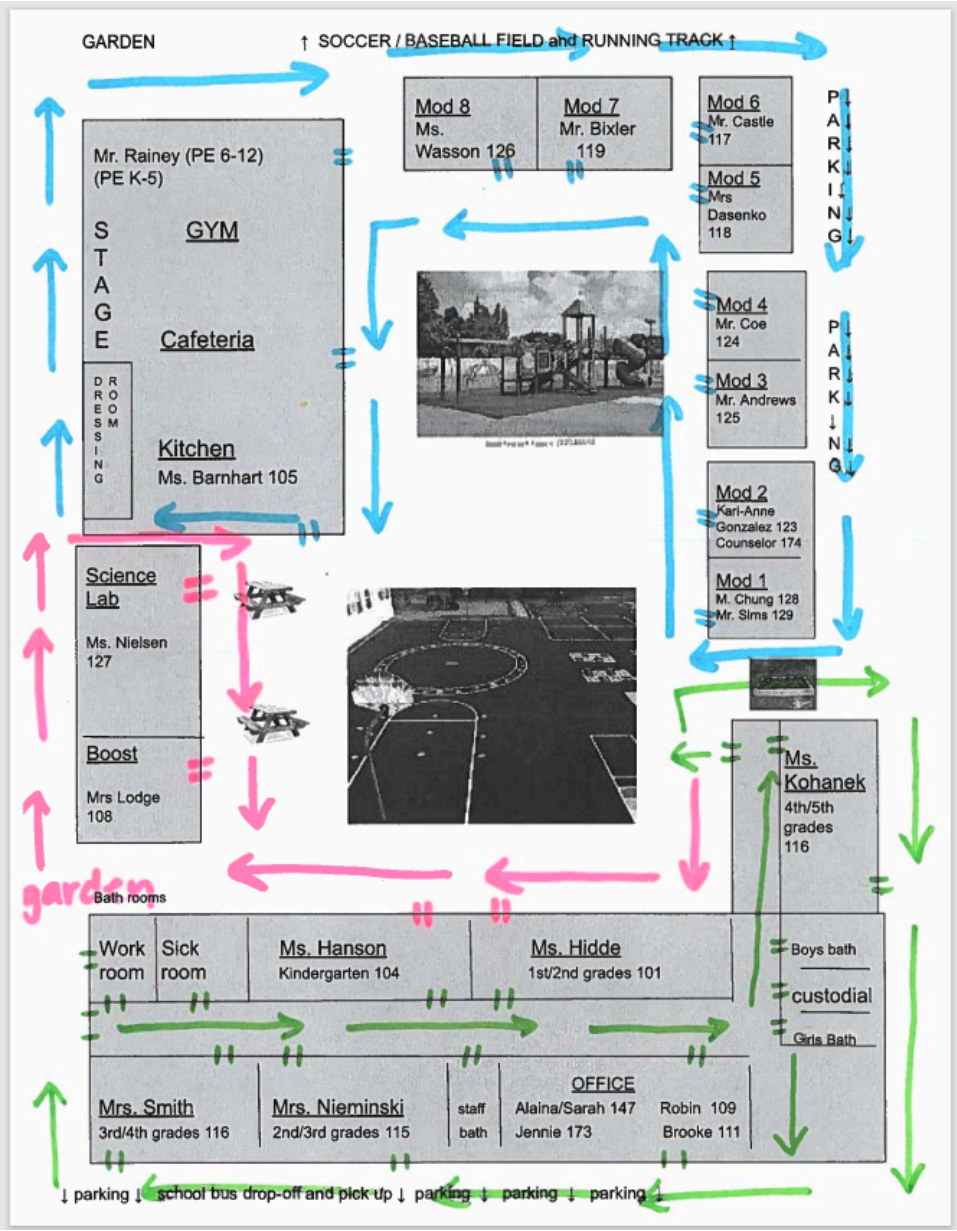
The objective of this policy is the following

1. Define the process of conducting a lockdown.

1.2. Procedure:

Step	Detail	Description of the method.	Who is accountable	Who is responsible	Who is informed
Inform office of threat		If a threat is identified, notify the office to initiate a lockdown.	All staff	All Staff	Office
Inform teachers That there is going to be a lockdown		Over the intercom, the phone system, and the radio the office/administrator will inform all of the classrooms that a lockdown is necessary saying, "Lockdown! Locks, lights, out of sight."	Principal	Principal	Teachers
Teacher responds			Teachers	Teachers	Principal
Inform Kitchen staff			Principal	Principal	Kitchen Staff
Kitchen staff responds			Kitchen Staff Members	Kitchen Staff Members	Principal
Inform Students who are outside (situation dependent)		The classroom teachers will call in students who are outside to go into the closest classroom.	Teachers	Teachers	Students
Communicate with students		Staff will immediately ask students to sit silently on the floor out of the line of sight from all windows and the door, and silence cell phones.	Teachers	Teachers	Students
Make the		Teachers will pull the lock block, making	Teachers	Teachers	N/A

Step	Detail	Description of the method.	Who is accountable	Who is responsible	Who is informed
Classroom safe		sure the classroom door is locked, and join students on the floor. *Staff are not to open doors. Authorized persons will use a key to enter.			
Inform teachers when the lockdown is over		Staff will stay in lockdown mode until an administrator or law enforcement enters the classroom and gives an official “All Clear” signal.	Principal	Principal	Teachers


GARDEN
↑ SOCCER / BASEBALL FIELD and RUNNING TRACK ↑
Mr. Rainey (PE 6-12)
(PE K-5)
STAGE
GYM
Cafeteria
DRESSING ROOM
Kitchen
Ms. Barnhart 105
Mod 8
Ms. Wasson 126
Mod 7
Mr. Bixler 119
Mod 6
Mr. Castle 117
Mod 5
Mrs Dasenko 118
PARKING
Mod 4
Mr. Coe 124
Mod 3
Mr. Andrews 125
PARKING
Mod 2
Karl-Anne Gonzalez 123
Counselor 174
Mod 1
M. Chung 128
Mr. Sims 129
Science Lab
Ms. Nielsen 127
Boost
Mrs Lodge 108
Ms. Kohanek
4th/5th grades 116
garden
Bath rooms
Work room
Sick room
Ms. Hanson
Kindergarten 104
Ms. Hidde
1st/2nd grades 101
Boys bath
custodial
Girls Bath
Mrs. Smith
3rd/4th grades 116
Mrs. Nieminski
2nd/3rd grades 115
staff bath
OFFICE
Alaina/Sarah 147
Jennie 173
Robin 109
Brooke 111
↓ parking ↓ school bus drop-off and pick up ↓ parking ↓ parking ↓ parking ↓