

LOCKDOWN TERMINOLOGY AND PROCEDURES

LOCKDOWN

1. Assume there is an active threat.
2. Gather students close by in the halls, and lock your doors.
3. Shut blinds and get away from doors and windows.
4. Remain quiet.
5. Listen for “specifics” over the intercom regarding the threat.
6. Phone calls to the school will not be answered. The police will communicate with the school through administrators’ (or specific designee) cell phones.
7. Only the Police or an administrator gives permission to end the lockdown
8. NO ONE will be allowed to enter or leave the building
9. Teachers keep your cell phone if you can for communication. Please do not text or call parents or anyone outside of the school.
10. Do not allow students to use their cell phones.
11. As soon as the situation and circumstances allow, School Messenger will be used to send parents information about the release of students, the situation, etc.

** Create an “emergency plan” if you need to exit the building IMMEDIATELY. This would not be a fire drill but in the case of an immediate threat where the evacuation of your classroom is necessary.

EVACUATION

1. If the school grounds have to be evacuated, students will be walked to Miles Community College via Main Street or Lincoln Elementary depending on the situation. (High School Only; other schools have different evacuation points).
2. Parents will be notified of the student release procedure as soon as the situation and circumstances allow.
3. Students should leave via their fire exit unless notified otherwise

SHELTER IN PLACE

1. We can move about freely in our building.
2. All doors are locked in the building and identification/purpose is required to gain entry.
3. Please keep classroom doors shut and locked
4. All students and student groups may not leave the building including student aides.
5. Administration will contact bus drivers/lunch drivers will be in contact on their course of action
6. If the threat is active at lunchtime, we keep the students and order lunch in.
 - a. Students will get lunch and eat in their 5th-period class
 - b. We may have to serve lunch in those classes (I.E. PB and J sandwich)
 - c. If we go into shelter in place during lunch, teachers who are in the building will be asked to go and monitor the nearest door
7. Please do not answer texts or text parents. We do not want to escalate the situation.
8. We will tell students and teachers over the intercom that we are in a shelter-in-place
9. School messenger will be used to alert parents.
10. Students will not be released at the end of the day unless a parent comes to pick them up in person.
11. Away activities do not load the bus until the shelter-in-place is over. Contact will be made with the opposing school to let them know the situation.
12. Home activities will be canceled if the shelter-in-place is still in place at the time of the game or by the time an away team is departing their school

HOLD IN PLACE

1. The type of lockdown we are in when the drug dogs are here, medical emergency, etc.
2. Keep all students in class until notified otherwise by intercom.
3. Do not let students use the restroom, go to their car, etc
4. Students just getting to school will be walked to their class by a staff member