



SECURE!

Get inside. Lock outside doors.

Students:

- Return inside the building
- Teaching and learning will continue

Teachers:

- Bring students and staff inside the building
- Increase situational awareness
- Take attendance, account for students
- Teaching and learning will continue



Adapted from the "I Love U Guys" Foundation.

Teacher Guide for Secure Drills

Pre-teaching:

Teachers will show drill specific video to reteach expectations for the Secure protocol. Pause the video before commencing the drill.

During the Drill:

Students and staff who are outside should return to the building. Lock outside doors. Teaching and learning will continue.

Take attendance as needed.

Debriefing:

Resume the video to debrief with students. Bring any concerns to the building leadership team.

Considerations:

- Transportation: Buses may be notified to not go to the school or directed to drop students off at a secure location from which students will enter the building.
- Recess: Students/staff outside the building for recess should immediately go inside the building.
- Dismissal: Depending on the situation and age of students, students in the process of dismissal may be asked to remain in the building until an all clear is given or until parents can pick up their student.
- Lunch: High school students remain in the building during a Secure.
- Special Education: Consider individual student accommodations.
- Pre-K: No special instructions.
- Visitors / Other LPS Staff: Follow building staff instructions.



LOCKDOWN!

LOCKS, LIGHTS, OUT OF SIGHT

Students:

- Move away from sight
- Maintain silence
- Do not open the door

Teachers:

- If possible, quickly check the hall and bring all students in the immediate area into your classroom
- Lock classroom door (Learning space doors should be locked at all times)
- Turn out the lights
- Move away from sight
- Do not open the door
- Maintain silence
- Take attendance, account for students
- Wait for First Responders or an Administrator to open the door



Adapted from the "I Love U Guys" Foundation.

Teacher Guide for Lockdown Drills

Pre-teaching:

Teachers will show drill specific video to reteach expectations for the Lockdown protocol. Pause the video before commencing the drill.

During the Drill:

Teachers, depending on what you see and hear, you may quickly scan the hallway for students in the immediate area and bring them into the classroom.

Close the classroom door; ensure the door is locked.

Turn off lights.

Direct students to the area of the classroom that is out of sight from interior windows. Tell students to leave all personal items where they are.

Direct students to silence phones and remain silent throughout the drill.

Wait for notification that the drill is over.

Debriefing at the Elementary level:

Resume the video to debrief with students. Bring any concerns/suggestions to the building leadership team.

Remind students to follow the instruction of teachers and school staff.

If students were out of the room, upon their return discuss where they were, where they went for the Lockdown and offer suggestions or compliment how well the students listened to staff.

Debriefing at the Middle and High School level:

Resume the video to debrief with students. Bring any concerns/suggestions to the building leadership team.

Remind students that in an actual emergency, staff and students should demonstrate flexible thinking. In a real situation, you may be in a Lockdown for a long period of time and should be prepared to wait for law enforcement to open the door.

Discuss the possibility of teacher-initiated evacuation or self-evacuation for students not in the classroom.

What if the fire alarm sounds?

Stay in the classroom unless you see fire or if smoke is filling your classroom. If you must evacuate due to a fire or smoke, the hallway may not be your best option. Consider using an alternate door or any other exterior exit. As the very last resort, and only when your life or the lives of those around you are in imminent danger, then you may decide to exit the building by breaking an exterior window.

If students ask about engaging the intruder, refer to the entry below from the teacher slide-deck. Remind students that teachers have been provided with additional information in this situation, including what to do as a last resort: As the very last resort, and only when your life or the lives of those around you are in imminent danger, then you may decide to attempt to disrupt or incapacitate the intruder by attacking or distracting them. Some options may include throwing items or improvising weapons. In some situations, you may create additional time barriers with furniture in an attempt to barricade the door. If you choose to engage the intruder, instruct students to self-evacuate.

Do the students have any questions? If students have questions you cannot answer, please send an email to your administrator.

Considerations:

- Transportation: Buses will be notified not to go to the school.
- Recess: Students/staff outside the building should remain outside and go to a safe place.
- Dismissal: Staff and students will remain in Lockdown until law enforcement clears the building. Students in the process of dismissal should continue to move away from the building.
- Lunch: Students should go to an area where they may Lockdown or self-evacuate.
- Special Education: Consider individual student accommodations, depending on the situation, to help students remain calm and quiet throughout the Lockdown.
- Pre-K: Use strategies to help children remain calm and quiet.
- Visitors / Other LPS Staff: Follow building staff instructions.



EVACUATE!

To the announced location

Students:

- Leave all personal belongings behind
- Form a single-file line
- Walk to the location

Teachers:

- Lead students to evacuation location
- Take attendance
- Notify if missing, extra, or injured students



Adapted from the "I Love U Guys" Foundation.

Teacher Guide for Evacuation Drills

Pre-teaching:

Teachers will show drill specific video to reteach expectations for the Evacuation protocol. Pause the video before commencing the drill.

Prepare students for planned routes and alternate routes from your classroom.

During the Drill:

Direct students to leave all personal belongings behind.

Direct students to listen for instructions.

Proceed on a planned evacuation route or other route which will allow you to exit the building.

Elementary and Middle School: Follow the red/green card system for attendance.

Debriefing:

Resume the video to debrief with students. Bring any concerns/suggestions to the building leadership team.

Discuss the possibility of hallway congestion or blocked exits. Be prepared to use an alternative route to exit the building.

Considerations:

- Consider individual student accommodations. Students and staff with limited mobility should take advantage of areas of refuge.
- Transportation: Administrators will coordinate as necessary.
- Recess: Remain outside. Follow staff directions to a designated area.
- Dismissal: Follow standard dismissal processes. Communicate alternate plans with families.
- Lunch: Follow staff instructions to specific locations outside the building.
- Pre-K: Follow individualized evacuation plan.
- Visitors / Other LPS Staff: Following building staff instructions.



SHELTER!

Hazard and safety strategy

Students:

- Leave all personal belongings behind
- Form a single-file line
- Move to shelter area

Teachers:

- Lead students to designated shelter area
- Take attendance
- Report injuries or problems



Adapted from the "I Love U Guys" Foundation.

Teacher Guide for Shelter Drills

Pre-teaching:

Teachers will show drill specific video to reteach expectations for the Shelter protocol. Pause the video before commencing the drill.

Prepare students for planned routes and alternate routes from your classroom to the designated shelter area.

During the Drill:

Direct students to leave all personal belongings behind.

Direct students to listen for instructions.

Follow the planned route to the designated shelter area.

Remain in a designated shelter area until an “all clear” is given.

Debriefing:

Resume the video to debrief with students. Bring any concerns/suggestions to the building leadership team.

Considerations:

- Transportation: Buses will go to the nearest school so students may take shelter.
- Recess: Go inside to the designated shelter area.
- Dismissal: Remain inside designated shelter area. Release to parent/guardian upon request.
- Lunch: Go inside to the designated shelter area.
- Special Education: Consider individual student accommodations when sheltering.
- Pre-K: No special instructions.
- Visitors / Other LPS Staff: Invite visitors or other LPS staff to enter the building and go to the designated shelter area. Staff should supervise students and visitors during the event.



HOLD!

In your classroom. Clear the halls.

Students:

- Remain in the room until the “All Clear” is announced

Teachers:

- Close and lock classroom door
- Teaching and learning will continue
- Take attendance



Adapted from the “I Love U Guys” Foundation.

Teacher Guide for Hold

Schools will not conduct Hold drills.

Considerations:

- Teachers should be aware that situations which would cause a hold vary.
- The focus should be on clearing hallways.
- Students should be at or quickly headed toward their assigned class.
- Students may need to take alternate routes or not be allowed in areas of the building. If a student needs a place to wait during a Hold, they could join a class.
- Administration will direct student and teacher actions according to the specific situation.