

Saint Demetrios School Lockdown - Full

Administrative Procedures:

Lockdown is initiated to isolate students and staff from immediate dangers which may include armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threat, sniper, or nearby police activity.

PREPAREDNESS

- Provide annual training to staff and students in lockdown procedures.
- Conduct lockdown drills at least once annually.
- Prepare school maps (for distribution to responders) and distribute red/green cards to teachers.
- Inventory classroom emergency equipment, prepare window blackout materials.
- Carry your keys at all times.

RESPONSE

- Main office receives information on potential immediate danger.
- Administrator or another authorized person makes decision to lock down school.
- COMMUNICATE LOCKDOWN STATUS:** (communicate to remote buildings and outside areas).
“**OUR SCHOOL IS IN FULL LOCKDOWN. THIS IS NOT A DRILL**” (repeat).
- RAPIDLY ASSESS** need for police or other assistance.
- ASSIGN RESPONSIBILITIES** to others (administrator stays in command center).
 - NOTIFY** district office (usually assigned to secretary).
 - CALL 911** and request assistance if needed (caller must stay on line).
 - RECALL** all students and staff to interior spaces - **if safe to do so.**
 - LOCK** all outside doors (usually assigned to maintenance staff).
 - SWEEP** halls and non-classroom areas for students. **LOCK** interior doors.
 - MONITOR** radio and main phone line (**do not** use radios in the event of a bomb threat).
- WAIT FOR LAW ENFORCEMENT** if they have been requested (hand off Command to Senior Officer).
- ASSESS SITUATION.**
 - Security or Law Enforcement determines nature/seriousness of threat (distribute maps).
 - Document red/green card status on maps, report to command post.
- RESPOND** to the threat, or standby, for police response.
- GIVE “ALL CLEAR” SIGNAL** when the safety of the school has been assured.

RECOVERY

- Resume normal operations as soon as possible.
- Assess the need for counseling or Critical Incident Stress Debriefing.
- Communicate status.
 - Notify necessary parties lockdown is terminated.
 - Email staff an overview of the situation to minimize misinformation.
 - Prepare a brief letter to parents explaining the situation.
 - Consider a press release if event has drawn or may draw media attention.
- Debrief and evaluate with key staff, including law enforcement and first responders.
- Document and report - prepare a report that documents the events, response, and results of the lockdown. Include problems that need to be addressed. Revise emergency procedures as necessary.

Saint Demetrios School

Lockdown - Full (Cont'd)

Classroom/Office Procedures:

Lockdown is initiated to isolate students and staff from immediate dangers which may include armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threat, sniper, or nearby police activity.

PREPAREDNESS

- Review lockdown procedures at least annually with your students; post lockdown instructions in room.
- Inventory classroom emergency equipment, advise administration of needed equipment or supplies.
- Prepare window blackout materials (for windows without blinds).
- Check that you have two green cards and two red cards (8.5"x11") in your emergency kit.
- Carry your keys at all times.

RESPONSE

- Contact the main office to report a perceived danger.
- Administrator or law enforcement will make the decision to lock down the school.
- RESPOND TO LOCKDOWN ALERT:**
 - "OUR SCHOOL IS IN FULL LOCKDOWN. THIS IS NOT A DRILL."**
 - MOVE** students in outdoor areas to indoors **if safe to do so.**
 - SWEEP** any students in the hallway into your room.
 - LOCK** all doors (lock exterior doors near your room).
 - CLOSE** windows and blinds, **COVER** exposed windows (secondary students can assist).
 - TURN OFF** lights.
 - INSTRUCT** students to stay calm, stay quiet, stay low, and stay out of sight.
 - DO NOT OPEN** your door for any reason until an "all clear" is received.
 - DO NOT USE** the telephone system to request information (follow protocols for email).
 - COMMUNICATE** known threats to the office by email or radio (e.g., "intruder north hall").
- ASSESS SITUATION.**
 - Inventory any injuries or other problems (panic, medical emergencies, intruders).
 - Take roll of all students in your supervision.
 - Write your needs or problems on card if possible (e.g. "two minor injuries").
 - Place a green card under your door and on the window if the room is safe.**
 - Place a red card under your door and on the window if something is wrong.**
 - If no card is visible, security will assume the room is not safe and will enter.
 - Take a complete written roll of all students in your classroom.
- CARE FOR THE STUDENTS IN YOUR SUPERVISION.**
 - Provide** First Aid. **Calm** and re-assure upset students.
 - Use supplies in your emergency kit as needed or necessary.
- WAIT FOR "ALL CLEAR" SIGNAL** or communications from command post or responders. Do not open doors or look out windows until "All Clear" is communicated (responders will have keys).

RECOVERY

- Assess the need for aftercare or counseling by students in your care.
- Contact front office with names/numbers of students who need counseling or aftercare.
- Resume normal operations as soon as possible.
- Allow students time for physical activity or verbal stress relief.
- Communicate only confirmed information to students (expect an e-mail from administrators).
- Participate in debriefing sessions; provide feedback to administration to improve response.

Saint Demetrios School

Lockdown - Full (Cont'd)

Maintenance Procedures:

Lockdown is initiated to isolate students and staff from immediate dangers which may include armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threat, sniper, or nearby police activity.

PREPAREDNESS

- Review lockdown procedures at least annually with your staff; post instructions in work areas.
- Assess assignment of exterior door and master keys, assign keys to teachers/staff as necessary.
- Have extra master keys available for law enforcement use.
- Prepare window blackout materials (for windows without blinds), or install blinds on exterior windows.
- Carry a radio or cell phone at all times.
- Establish a system of interoperable communications with law enforcement.
- Carry your keys at all times.

RESPONSE

- Contact the main office to report a perceived danger.
- Administrator or other authorized person will make the decision to lock down the school.
- RESPOND TO LOCKDOWN ALERT:**
 - “OUR SCHOOL IS IN FULL LOCKDOWN. THIS IS NOT A DRILL.”**
 - RETURN** to building from any outside areas **if safe to do so.**
 - DIRECT** any students in the hallways into nearest staffed room.
 - LOCK** all doors, starting with **exterior** doors.
 - CLOSE** windows and blinds, **COVER** exposed windows (secondary students can assist).
 - TURN OFF** lights.
 - DO NOT** open doors for any reason until an “all clear” is received.
 - DO NOT** use the telephone system to request information (follow protocols for email).
 - COMMUNICATE** known threats to office by email or radio (e.g., “intruder 5th Floor hall”).
- ASSESS SITUATION.**
 - Inventory any injuries or other problems (panic, medical emergencies, intruders).
 - Report to the command center or contact office for instructions.
 - Distribute keys to responding law enforcement officers.
- CARE FOR THE STUDENTS IN YOUR SUPERVISION.**
 - Provide** First Aid. **Calm** and re-assure upset students.
 - Use emergency supplies as needed or necessary.
- WAIT FOR “ALL CLEAR” SIGNAL** or communications from command post or responders. Do not open doors or look out windows until “All Clear” is communicated.

RECOVERY

- Assess the need for counseling by students or staff in your supervision.
- Resume normal operations as soon as possible.
- Allow students time for physical activity and/or verbal stress release.
- Communicate only confirmed information to students (expect an e-mail from administrators).
- Document and report - provide feedback to administration to improve, participate in debriefings.
- Re-stock emergency supplies as needed.
- Inventory and secure master keys.

