

Administrative Procedure 132 – APPENDIX A

Revised: April 2017

**CHECKLIST:
SCHOOL GUIDE TO LOCKDOWN PROTOCOL****LOCKDOWN: THREAT NEAR OR AT THE SCHOOL**

- 1) The first responder to the threat calls 911,
- 2) The Office is notified.
- 3) The announcement is made: “Lockdown! Lockdown! Lockdown!”
- 4) Office staff/administration will call 911 immediately.
- 5) When deemed safe, office staff will call the Office of the Superintendent.
- 6) Teachers/staff will survey the hallway and quickly gather students into classrooms.
- 7) Teachers/staff-lock classrooms, cover window in door, close blinds and curtains, turn off lights, and instruct students to be still and quiet.
- 8) Students will assume a suitable lockdown position and stay away from all windows.
- 9) Teachers/staff will not leave students unattended.
- 10) THE CLASSROOM DOOR WILL NOT BE OPENED UNDER ANY CIRCUMSTANCES. When the lockdown is complete an administrator and police officer will come to personally unlock the classroom door.
- 11) Should the fire alarm ring, occupants are not to leave classrooms unless there is an actual fire and that there is a belief that there is imminent danger from fire or smoke. (Consider a window exit from the class.)

AFTER LOCKDOWN AND PRIOR TO EVACUATION PROCEDURES

- 1) As time permits, teachers/staff should take attendance, making a note of other students who may have joined the classroom.