



LOCK DOWN CLASSROOM PROCEDURE CHECK-LIST

LOCK DOWN INFORMATION AND LEVELS

Lock Down is called when a law enforcement event is happening in the vicinity of a school. The law enforcement agency generally, but not always, contacts the school/district to encourage the school site to Lock Down as a precautionary measure. All Administrators are expected to place their school in Lock Down in this scenario.

- Take a look outside your classroom and gather up any stray students in the hallways
- Ensure that your door is locked
- If windows are open, close them
- Project a calm demeanor to help students remain calm. Reassure students that they are safe
- Do not allow anyone to leave the classroom
- Frequently check your emails for possible updates from your site administrators
- If students are out on the playground or athletic fields, quickly move them to a secure classroom, locker room, or multi-purpose room

High-Alert Lock Down is called when a significant, threatening event is happening on campus or adjacent to campus that creates a potential danger to students and staff. While this may be communicated to the school by law enforcement, it may also be determined by school officials on the scene. High-Alert Lock Down assumes that everyone is prepared for a potential significant threat/event on campus.

- Implement all items from Lock Down list above
- Turn off or reduce lighting, so it will appear that the room is vacant
- Keep all students sitting on the floor, away from the door or windows
- Do not look out the windows
- Cover window on the door (if one exists)
- Advise the students that there is a serious situation, but you don't know what it is. Project a calm demeanor to help students remain calm. Reassure students that they are safe
- Ensure that everyone in the room turns the ringer off on their cell phones
- Do not allow students to talk on their cell phones (keep room as quiet as possible)
- Do not call the office. They are in the midst of a problem and will not be able to answer all the calls which may tie up the phone system
- Quietly take roll and make a list of missing students and any extra students that are in your room. Email this list to your administrators and school site secretaries
- Do not evacuate students until you are told to, even if the fire bells go off. If, in fact, there is a need for a fire evacuation, you will be notified via the PA system, email, or phone call
- Do not open the door, even if someone knocks and claims to be a staff member (Administrator/custodian will have a master key)
- If students are out on the PE field, do not return them to the locker room. Move them to a safe place (the farthest part of the campus)