

Sample Classroom/Office Procedures:

FULL LOCKDOWN

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. ***This document is intended as guidance to schools rather than a universally mandated response plan; consultation with local response agencies is recommended. (Reference RCW 28A.320.125 and WAC 51-54-0400)***

Preparation
<ul style="list-style-type: none"><input type="checkbox"/> Review lockdown procedures at least annually with your students; post lockdown instructions in room<input type="checkbox"/> Inventory classroom emergency equipment, advise administration of needed equipment or supplies<input type="checkbox"/> Prepare window blackout materials (for windows without blinds)<input type="checkbox"/> Check that you have two green cards and two red cards (8.5x11) in your emergency kit<input type="checkbox"/> Carry your keys at all times
Response
<ul style="list-style-type: none"><input type="checkbox"/> Contact the main office to report any perceived danger.<input type="checkbox"/> Administrators or law enforcement will make the decision to lock down the school.<input type="checkbox"/> RESPOND TO LOCKDOWN ALERT: "OUR SCHOOL IS IN FULL LOCKDOWN."<ul style="list-style-type: none"><input type="checkbox"/> Teachers with students in outdoor areas move indoors <u>IF SAFE TO DO SO.</u><input type="checkbox"/> SWEEP any students in the hallway into your room<input type="checkbox"/> LOCK all doors (lock exterior doors near your room)<input type="checkbox"/> CLOSE windows and blinds, COVER exposed windows (secondary students can assist)<input type="checkbox"/> Turn off lights<input type="checkbox"/> Instruct students to stay calm, stay quiet, stay low, stay out of sight.<input type="checkbox"/> Do not open your door for any reason until an "all clear" is received<input type="checkbox"/> Do not use the telephone system to request information (follow protocols for email)<input type="checkbox"/> COMMUNICATE KNOWN THREATS to office by email or radio (e.g., "intruder north hall")<input type="checkbox"/> ASSESS SITUATION<ul style="list-style-type: none"><input type="checkbox"/> Inventory any injuries or other problems (panic, medical emergencies, intruders)<input type="checkbox"/> Take roll of all students in your supervision<input type="checkbox"/> Place a red card under your door and on the window if something is wrong.<input type="checkbox"/> Place a green card under your door and on the window if the room is safe.<input type="checkbox"/> Write your needs or problems on the card if possible (e.g. – "two minor injuries")<input type="checkbox"/> If no card is visible, security will assume the room is not safe and will enter.<input type="checkbox"/> Take a complete written roll of all students in your classroom<input type="checkbox"/> CARE FOR THE STUDENTS IN YOUR SUPERVISION<ul style="list-style-type: none"><input type="checkbox"/> Provide first aid. Calm and re-assure upset students.<input type="checkbox"/> Use supplies in your emergency kit as needed or necessary.<input type="checkbox"/> WAIT FOR "ALL CLEAR" SIGNAL or communications from command post or responders Do not open door or look out windows until "All Clear" is communicated (responders will have keys)
Recovery
<ul style="list-style-type: none"><input type="checkbox"/> Assess the need for aftercare or counseling by students in your care<input type="checkbox"/> Contact front office with names/numbers of students who need counseling<input type="checkbox"/> RESUME NORMAL OPERATIONS as soon as possible<input type="checkbox"/> Allow students time for physical activity and/or verbal stress release<input type="checkbox"/> Communicate only confirmed information to students (expect an e-mail from administrators)<input type="checkbox"/> Provide feedback to administration to improve, participate in debriefings

The OSPI School Safety Center intends that this template will be appropriately adapted for use in individual schools, based on local policy, consultation with law enforcement, and the specific circumstances particular to each community, district, and school building.

Sample Administrative Procedures:

FULL LOCKDOWN

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. *This document is intended as guidance to schools rather than a universally mandated response plan; consultation with local response agencies is recommended. (Reference RCW 28A.320.125 and WAC 51-54-0400)*

Preparation
<ul style="list-style-type: none"><input type="checkbox"/> Staff and students should receive annual training in lockdown procedures<input type="checkbox"/> Conduct lockdown drills at least once annually<input type="checkbox"/> Prepare school maps (for distribution to responders) and distribute red/green cards to teachers<input type="checkbox"/> Inventory classroom emergency equipment, prepare window blackout materials<input type="checkbox"/> Carry your keys at all times.
Response
<ul style="list-style-type: none"><input type="checkbox"/> Main office receives information on potential immediate danger.<input type="checkbox"/> Administrator or other authorized person makes decision to lock down school<input type="checkbox"/> COMMUNICATE LOCKDOWN STATUS: (communicate to remote buildings and outside areas) “OUR SCHOOL IS IN FULL LOCKDOWN. THIS IS NOT A DRILL” (repeat)<input type="checkbox"/> Rapidly assess need for police or other assistance.<input type="checkbox"/> ASSIGN RESPONSIBILITIES TO OTHERS (administrator stays in command center)<ul style="list-style-type: none"><input type="checkbox"/> NOTIFY DISTRICT OFFICE (usually assigned to secretary)<input type="checkbox"/> CALL 911 AND REQUEST ASSISTANCE if needed (caller <u>must</u> stay on line)<input type="checkbox"/> RECALL ALL STUDENTS AND STAFF TO INTERIOR SPACES <u>IF SAFE TO DO SO</u><input type="checkbox"/> LOCK ALL OUTSIDE DOORS (usually assigned to maintenance)<input type="checkbox"/> SWEEP HALLS AND NON-CLASSROOM AREAS of students. LOCK INTERIOR DOORS.<input type="checkbox"/> MONITOR RADIO AND MAIN PHONE LINE (<u>do not</u> use radios in the event of a bomb threat)<input type="checkbox"/> WAIT FOR LAW ENFORCEMENT if they have been requested (hand off Command to Senior Officer)<input type="checkbox"/> ASSESS SITUATION<ul style="list-style-type: none"><input type="checkbox"/> Security or Law Enforcement determines nature/seriousness of threat (distribute maps)<input type="checkbox"/> Document red/green card status on maps, report to command post<input type="checkbox"/> RESPOND to the threat or stand by for police response<input type="checkbox"/> GIVE “ALL CLEAR” SIGNAL when safety of the school has been assured
Recovery
<ul style="list-style-type: none"><input type="checkbox"/> RESUME NORMAL OPERATIONS as soon as possible<input type="checkbox"/> Assess the need for aftercare, counseling, or Critical Incident Stress Debriefing<input type="checkbox"/> COMMUNICATE STATUS<ul style="list-style-type: none"><input type="checkbox"/> Notify district office when lockdown is over<input type="checkbox"/> Email staff an overview of the situation to minimize misinformation<input type="checkbox"/> Prepare a brief letter to parents explaining the situation<input type="checkbox"/> Consider a press release if event has or may draw media attention<input type="checkbox"/> Debrief and evaluate with key staff, including law enforcement and first responders<input type="checkbox"/> 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.

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