Sample Classroom Procedures: MODIFIED LOCKDOWN

Modified Lockdown is initiated to isolate students and staff inside the school from potential dangers outside the school. Modified Lockdown is typically used when events in the vicinity of the school may pose a threat. 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)

<table>
<thead>
<tr>
<th>Preparation</th>
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<tbody>
<tr>
<td>☐ Review lockdown procedures at least annually with your students; post lockdown instructions in room</td>
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<tr>
<td>☐ Inventory classroom emergency equipment; advise administration of needed equipment or supplies</td>
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<tr>
<td>☐ Prepare window blackout materials (for windows without blinds)</td>
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<td>☐ Carry your keys at all times</td>
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<tr>
<th>Response</th>
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<tbody>
<tr>
<td>☐ Contact the main office to report a perceived danger.</td>
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<tr>
<td>☐ Administrators or another authorized person will make the decision to lock down the school.</td>
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☐ RESPOND TO LOCKDOWN ALERT:

"OUR SCHOOL IS IN MODIFIED LOCKDOWN. THIS IS NOT A DRILL."

☐ RETURN TO BUILDING from any outside areas IF SAFE TO DO SO

☐ DIRECT all students in hallways to return to their assigned room

☐ LOCK all exterior doors (lock exterior doors near your room)

☐ CLOSE windows and blinds, COVER exposed windows (secondary students can assist)

☐ Follow instructions from main office regarding protocols / allowable activities

☐ Reassure students by keeping calm and continuing allowed activities

☐ SUPERVISE student movements between rooms, limit other hall traffic

☐ Do not open exterior 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

☐ ASSESS SITUATION

☐ Inventory problems (panic, medical emergencies, intruders)

☐ Report any problems or needs to the main office.

☐ CARE FOR THE STUDENTS IN YOUR SUPERVISION

☐ 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 exterior doors or look out windows until “All Clear” is communicated

<table>
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<tr>
<th>Recovery</th>
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☐ Assess the need for aftercare or counseling by students in your care. Allow students time for physical activity or verbal stress relief. Allow traumatized students to contact parents if desired.

☐ Contact front office with names/numbers of students who need counseling or aftercare.

☐ RESUME NORMAL OPERATIONS as soon as possible

☐ Communicate only confirmed information to students (expect an e-mail from administrators)

☐ Participate in debriefing sessions. Provide feedback to help administration to improve response. Re-stock emergency supplies as needed.

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: MODIFIED LOCKDOWN**

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### PREPARATION
- Staff and students should receive annual training in modified lockdown procedures
- Conduct modified lockdown drills at least once annually, using all supplies and materials
- Prepare school maps (for distribution to responders) and distribute red/green cards to teachers
- Inventory classroom emergency equipment, prepare window covering materials

### RESPONSE
- Main office receives information on potential threat in vicinity of school.
- Administrator or another authorize person makes decision to lock down school.

**COMMUNICATE LOCKDOWN STATUS:** (communicate to remote buildings and outside areas)

"OUR SCHOOL IS IN MODIFIED 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)
- LOCK ALL OUTSIDE DOORS (usually assigned to maintenance staff)
- MONITOR RADIO AND MAIN PHONE LINE (do not use radios in the event of a bomb threat)

**COMMUNICATE PROTOCOL TO SCHOOL**
- NO MOVEMENT OF STUDENTS BETWEEN BUILDINGS
- RECALL STUDENTS FROM OUTSIDE AREAS IF SAFE TO DO SO
- NORMAL OR MODIFIED ACTIVITY MAY BE PERMITTED INSIDE THE SCHOOL BUILDING
- RESTRICT ENTRY TO KNOWN PERSONS
- ADJUST PROTOCOL TO THE LEVEL OF PERCEIVED THREAT

- RE-ASSESS SITUATION PERIODICALLY (Summons help as warranted)
- GIVE "ALL CLEAR" SIGNAL when safety of the school has been assured

### RECOVERY
- RESUME NORMAL OPERATIONS as soon as possible
- Assess the need for aftercare, counseling, or Critical Incident Stress Debriefing. Allow students time for physical activity or verbal stress relief. Allow traumatized students to contact parents if desired.

**COMMUNICATE STATUS**
- Notify district office when 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

**DOCUMENT and REPORT:** Debrief and evaluate with key staff

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