

## PRE-CAUTIONARY LOCKDOWN

**There is no immediate known threat to school occupants, but there is/are condition(s) such that a threat could arise.**

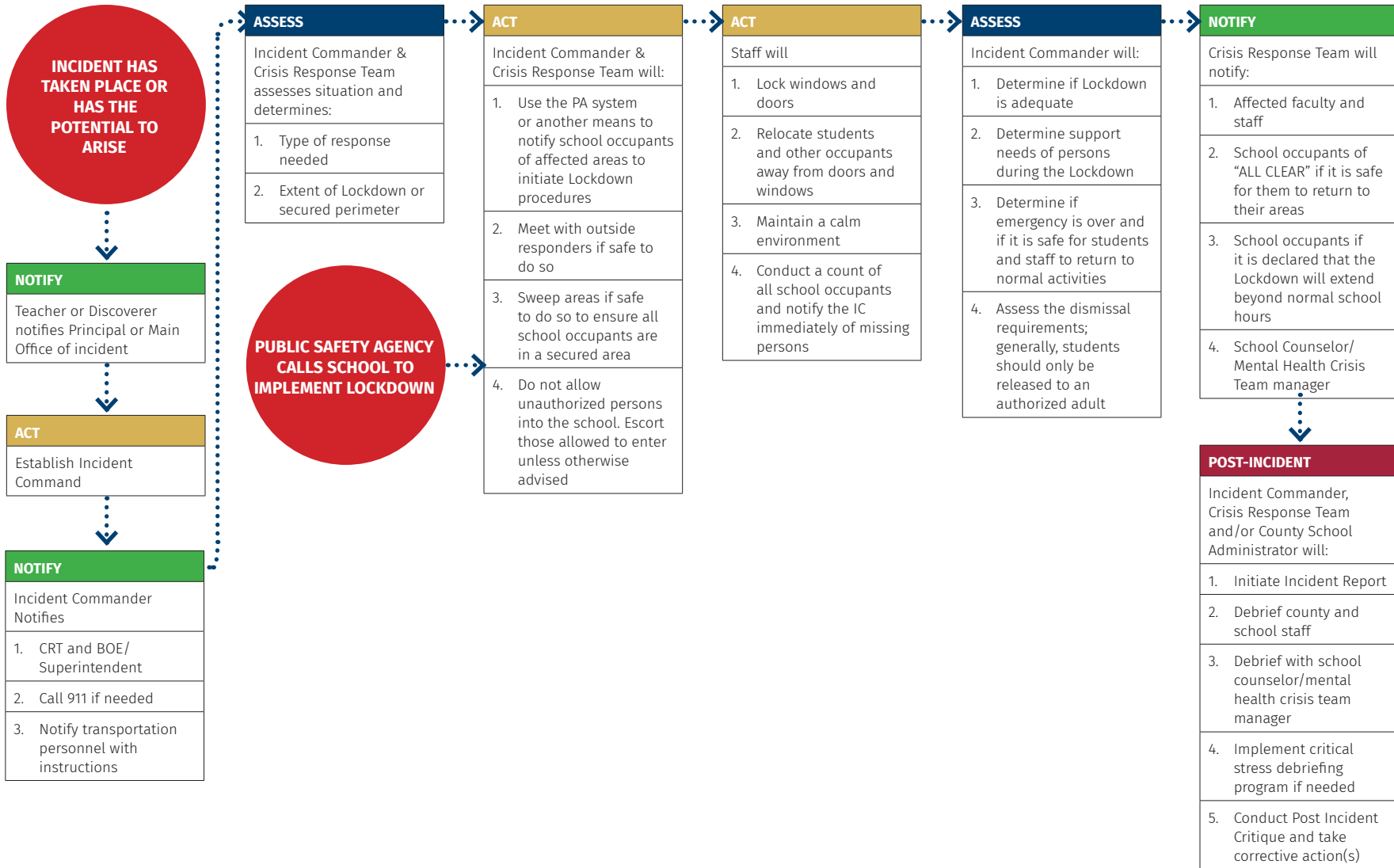
Situations where a PRE-CAUTIONARY LOCKDOWN may be required include:

- Police are involved in law enforcement matter and have requested a Lockdown. (e.g. armed robbery, domestic violence, nearby hostage situation, pursuit of an armed or dangerous suspect, etc.)
- Threats (phone, text, social media, etc.) have been directed at the school and school administrators (School Principal or Superintendent and/or designee) have issued a PRE-CAUTIONARY Lockdown order at their discretion.
- A medical emergency at the school.
- Disorderly conduct such as students fighting.
- Civil disruption near the school campus.
- Sighting of a dangerous animal on or near campus (e.g. dangerous dog, bear, coyote/wolf hybrid, rattle snake or other poisonous snake, etc.)

A PRE-CAUTIONARY Lockdown is declared when, in the opinion of law enforcement officials or school administrators, a situation exists that could endanger the safety of school occupants and requires they remain in their classrooms.

- Education and lessons may continue during a PRE-CAUTIONARY Lockdown.
- Exterior Doors should be locked
- Classroom Doors should be locked
- No one will be allowed in hallways except for administrators, custodians or first responders.
- No one will be allowed in or out of the building until an ALL CLEAR is announced.
- Windows should be covered and shut.
- It is safest to move students away from doors and windows.
- Staff should be prepared to barricade or evacuate if notified or necessary.
- Staff should remain on standby for any further orders.

<b>Incident Commander</b>	<ul style="list-style-type: none"> <li>• Initiate Pre-Cautionary Lockdown procedures</li> <li>• Notify 911 of the emergency and the need for assistance. Be specific and include EMS, Law Enforcement and Fire Services that may be needed.</li> <li>• Effectively communicate the Pre-Cautionary Lockdown message over the PA and provide as much information about the incident as appropriate, additional details can be sent by email to all staff and should be notified to read the email.</li> <li>• Ensure that all occupants safely Lockdown</li> <li>• Announce an "ALL CLEAR" when it is safe to do so</li> </ul>
<b>Head Custodian</b>	<ul style="list-style-type: none"> <li>• Assist in the sheltering of school occupants</li> <li>• Report to the Incident Commander (IC) for further instructions.</li> </ul>
<b>School Nurse</b>	<ul style="list-style-type: none"> <li>• Assist in the sheltering of school occupants</li> <li>• Report to the IC for further instructions</li> <li>• Ensure medical needs are met</li> </ul>
<b>School Counselor</b>	<ul style="list-style-type: none"> <li>• Assist with sheltering all students, especially those identified as emotionally vulnerable students</li> <li>• Assist with reunification after lockdown as needed</li> </ul>
<b>School Resource Officer</b>	<ul style="list-style-type: none"> <li>• Assist in the sheltering of school occupants</li> <li>• Establish and maintain contact with police agency and other emergency response agencies</li> </ul>
<b>Evacuation Coordinator</b>	<ul style="list-style-type: none"> <li>• Assist teachers in taking attendance</li> <li>• Missing persons should be reported to the IC</li> <li>• Prepare the occupants for further instructions</li> </ul>
<b>Reunification Coordinator</b>	<ul style="list-style-type: none"> <li>• Prepare the reunification site, if needed</li> <li>• Prepare the reunification process or assist with resuming to normal activities if an "ALL CLEAR" is announced</li> </ul>



## EMERGENCY LOCKDOWN

An EMERGENCY Lockdown is declared when, conditions require complete separation and protection of school occupants from any situation regarding an imminent internal or external situation that could directly threaten their safety. When a dangerous person or condition exists in or near the school, the primary objective is to protect school occupants from danger. School occupants may be notified by intercom, telephone, text message, or may be alerted to an emergency by sounds of screams, gunfire or persons yelling an alert. If a formal alert is issued about an imminent deadly threat inside or outside of the school, the message will state, **“LOCKDOWN! LOCKDOWN!”** and as much information as possible such as “There is an armed person...(location, direction of travel, description, type of weapon, etc.)

Circumstances may not allow for a formal message to be broadcast and any person who hears gunfire or sees someone with a weapon should react immediately and begin emergency procedures or take action consistent with the nature of the threat.

- If the school has an emergency Lockdown Button to lock exterior doors, it should be engaged UNLESS the best course of action includes a REVERSE EVACUATION.
- Staff should keep keys and access badges with them at ALL times.
- **If the threat is INSIDE the school**, rooms in close proximity to a dangerous or armed person should:
  - » Lock the classroom door
  - » Barricade the door (use desks, bookshelves, filing cabinets, tables or chairs)
  - » Close windows
  - » Cover doors and windows to obstruct viewing into the room from the hallways
  - » Close curtains and blinds
  - » Turn off lights
  - » Silence all electronic devices and cellular phones
  - » Stay quiet
  - » Use heavy belts or extension cords to tie off the door handle
  - » Be prepared to evacuate the classroom through windows or an exterior door if necessary.
- **If the threat is INSIDE the school** AND the location of the threat is KNOWN to be a safe distance, staff may choose to LOCKDOWN following the instructions just provided, OR may choose to EVACUATE to a safe location. **See also HOSTAGE SITUATION and ARMED INTRUDER/ATTACK.**
- **If the threat is OUTSIDE the school**, AND the location or number of threats is **UNKNOWN**, students and staff should follow LOCKDOWN instructions, BUT SHOULD NOT attempt to evacuate or leave the building. **See also HOSTAGE SITUATION OR ARMED INTRUDER/ATTACK.**
- **If the threat is OUTSIDE the school**, and some students, staff and/ or other **people are also OUTSIDE** (e.g. recess, student drop off/ pick up, gym class, or other school event). If there is time to safely get all people into the school and LOCKDOWN (e.g. police are in hot pursuit of an armed and dangerous person heading in the direction of the school and shots are being fired, but where the school and occupants are not an intended target), a REVERSE EVACUATION **may** occur to get people inside the school as quickly and safely as possible, then follow the EMERGENCY LOCKDOWN procedures.
- **If the threat is DURING STUDENT DROP OFF OR PICK UP**, school buses may either: (based on best survival option )
  1. Allow students to evacuate off of the bus and **RUN OR**
  2. Allow as many persons as possible, **except for the threat**, to quickly board the bus without putting themselves or occupants in additional danger (**HIDE**). Bus drivers will use their discretion to determine when to pull away. Chaos would be expected and people may be running in front of buses and other vehicles and buses and other vehicles may block their ability to drive away. If it is not possible to drive away, the bus driver should instruct those on board to lie flat on the floor and put book bags and other objects next to the exterior wall of the bus, and in particular if a weapon is being fired, the direction which bullets are incoming.
  3. Be prepared to **FIGHT** if the threat gains entry to the bus.