

# Lockdown Procedure

## Purpose

This document helps site teams create a plan to implement a successful lockdown.

## Guidance

Lockdowns are initiated to isolate students and team members from immediate dangers which may include armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threat, sniper, or nearby police activity. Always follow your organizations policies and procedures, and connect with law enforcement to create a plan specifically for your site.

## Procedure

### Create a lockdown plan

- Create a written lockdown plan as part of your All Hazard Preparedness Plan.
- Check with your organization to coordinate your lockdown plan.
- Ask your local law enforcement agency to come to your site to help you create an individualized lockdown plan.
- Notify your local law enforcement agency to make sure you are part of their lockdown response.
- Create a list of all potential situations that would cause a lockdown.
- Survey your classroom to locate a place where staff and children are secure, away from doors and windows.
- Be sure that if your classroom is not on the intercom system with the school or main building that there is a system to notify you of the lockdown.
- Equip windows with shades, blinds or curtains.
- Check all doors and windows to ensure they are lockable. Carry your keys at all times.
- Notify parents and prepare to talk with children about what you will do to keep them safe if a person nearby is acting dangerous.
- Practice with the classroom quarterly at a minimum.
- After practicing with children, be sure to document the event and the results. Include problems that need to be addressed and changes you would like to make.

### Lockdown situations

- If a person at or near your classroom or site is making children or your team uncomfortable, monitor the situation carefully, communicate with other site team members, and be ready to put your plan into action.
- To initiate lockdown, follow your building plan or immediately let teams know of dangerous or potentially dangerous situation or person.
- Call 911 out of site and out of hearing distance of the person.
- Implement the following:
  - Lock outside doors and windows.
  - Close and secure interior door.
  - Turn off lights.
  - Close any curtains or blinds.
  - Keep everyone away from doors and windows-stay out of sight-the best place may be on the floor.

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- Bring attendance sheets, first aid kits, comforting items for the children, such as quiet activities and books, and flashlight, if possible.
- Reassure children and maintain calm and quiet atmosphere.
- If a phone is available, call 911 to ensure emergency personnel have been notified.
- Remain in lockdown until situation is resolved.
- Notify parents about any lockdown, whether practice or real.

### Special situations to consider

#### If a dangerous person is in the building

- Try to isolate the person from children and site team members.
- Do not try to physically restrain, block, or back the person into a corner. Always provide a way out.
- Do not move in front of a weapon or try to disarm an intruder.
- Remain calm and polite, and avoid direct confrontation.

#### If the children are outside with the intruder

- Quickly gather children and return to classrooms and initiate lockdown procedures. If this is not possible, go to a designated evacuation site (talk with neighborhood businesses, churches or homes ahead of time when developing the plan to prearrange this alternate evacuation site).
- Take attendance as soon as possible to account for all children.

#### If the children are inside

- Keep children inside and initiate lockdown.

#### When danger has passed

- Wait to hear from the office or police before resuming normal activity.
- Notify all parents in writing or by phone call.
- If media arrives, direct them to the person designated to communicate with them.

### Related Documents

All Hazard Preparedness Procedure

### Resources

Educational Activities, Inc., [www.heaf.org](http://www.heaf.org) Professional Development Video, Helping Children Cope with Frightening Events.

OSPI website: [www.k12.wa.us](http://www.k12.wa.us) Sample Administrative Procedures: Full Lockdown

Public Health, Seattle & King County [www.kingcounty.gov](http://www.kingcounty.gov), Child Care Health Program