



GuideOne Center for Risk Management Fact Sheet: School Lockdown Procedures

One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students and teachers from danger by instituting a school lockdown.

A school lockdown can serve several functions during an emergency, including the following:

- Removing students and teachers from the threat;
- Isolating the dangerous situation from much of the school;
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

In general, there are two main lockdown situations:

1. **Lockdown with warning:** The threat is outside the school building.
2. **Lockdown with intruder:** The threat or intruder is inside the school building.

1. Suggested Lockdown with Warning Procedures

The following procedures should be followed when the threat is *outside* of the school building:

- Building administrator orders and announces “lockdown with warning” over the PA system. This announcement should be repeated several times.
 - Important:**
 - Special attention should be paid to classes that are outside of the school building, such as playgrounds and ball fields.
 - Teachers must be able to hear the lockdown announcement.
 - An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.

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This material is for informational purposes only. It is not intended to give specific legal or risk management advice, nor are any suggested checklists or actions plans intended to include or address all possible risk management exposures or solutions. You are encouraged to retain your own expert consultants and legal advisors in order to develop a risk management plan specific to your own activities. For more information, contact the GuideOne Center for Risk Management at (877) 448-4331, ext. 5118 for Church and Schools, or ext. 5175 for Senior Living Communities.

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- Secure and cover classroom windows.
 - Move all persons away from the windows.
 - Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room.
 - Teachers should take this list with them once they are directed to leave the classroom.
 - Control all movement, but continue classes. Disable bells. Move on announcement only.
 - Once the threat has subsided, the building administrator announces “all clear” over the PA system.

2. Suggested Lockdown with Intruder Procedures

The following procedures should be followed when the threat or intruder is *inside* of the school building:

- Building administrator orders and announces “lockdown with intruder” over the PA system. This announcement should be repeated several times.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room.
 - Teachers should prepare to take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator announces “all clear” over the PA system.

Please note that some threats, such as a confirmed fire, intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

Sources

- Crisis Management Workbook* (n.d). Office of Security and Risk Management Services, Fairfax County (VA) Public Schools. Retrieved December 4, 2006, from <http://www.fcps.k12.va.us/fts/safety-security/planning/cmw.pdf>
- Emergency Planning and Procedures Guide for Schools* (August 2005). Minnesota Department of Public Safety. Division of Homeland Security and Emergency Management. Retrieved December 4, 2006, from <http://education.state.mn.us/mde/static/008374.pdf>