

**Lock Down Procedure
To'Hajiilee Crisis
Response
Emergency Disaster Preparedness Plan**

**Listen for announcement: LOCKDOWN NOW! By the Staff
Lock down is announced when there is an immediate threat or an active shooter is on campus.**

- Close front gate (close school)
- Lock doors till all is clear is given with CODE WORD!
- No one is allowed in or out of campus.
- If there are visitors on campus, provide for their safety by asking them to stay – not leave.
- Contact Law Enforcement, EMT and all emergency departments.
- If fire alarm goes off during Lock Down, DO NOT immediately evacuate the building. Wait for conformation by administration (could be trying to lure staff and students out of class).
- Close shade or blinds.
- Students outside the room will be taken into the nearest classroom and kept there until the situation is over. If room is locked seek alternate room as quick as possible.
- Teachers will use the secure areas designated by safety committee and place students in them away from doors and windows. Do not position students in front of the windows or beside the doors. Use the corners, desks, teacher's desks, and bookshelves to shield around students.
- Keep students quiet as possible, take cell phones away or silence them all.
- Be calm.
- Do not walk around the room
- Teachers take attendance and account for all students, add the names of the extra students you brought into your room and account for students missing or out of the room. Attendance can be taken with your cell phone using the CAN report.
- Principals and secretaries in respective building will check all the bathrooms. Have students in the bathrooms report to nearest secure room.
- When students are in the cafeteria, staff and students will go to the nearest safe rooms, if the doors can be securely locked the students and staff may stay in the cafeteria and will remain quiet and calm.
- The staff in the cafeteria will stay with the students until the all clear is given.
- Gym, students can stay in the gym if it can be locked, otherwise escort the students to the nearest safe room that can be locked. If no other choice use the locker rooms, when needed. Lock the doors.

- Do not go into the Teen Center (if a shooter is on campus they may know about drugs in the Teen Center). Many shootings are drug related.
- Keep notes on events, that happen during the lockdown, good information is helpful.
- Documentation all actions or situation to help with suggestions for future help.
- Need a Step Map for off-site for first responders – Police, EMT, and Fire Dept.
- Listen for an official announcement from school administration and stay where you are until you are told all is safe and you are told to evacuate.
- Safety Team will meet to debrief after the situation and discuss the action taken.