

Sample Checklist for Lockdown

Lockdowns are usually used after school shootings or potentially very dangerous situations such as armed intruder or danger outside.

DIRECTIONS: Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____

Action Item	Completed
Lockdown Procedures:	
Office personnel call 911 and request immediate police assistance. This person should stay on the line with 911 and not be assigned other duties until allowed to terminate the call by the call-taker.	
<p>Building Administrator announces over public address system, in plain language, that a lockdown is in effect.</p> <ul style="list-style-type: none"> • If classes are in session (no lunches in progress): <i>Attention teachers. It is necessary to immediately begin a school-wide lockdown. All students are to remain in class. Students in the hall report immediately back to your room. Teachers lock your classroom door. No one is to leave the classroom until each room is given an all clear. This will be done by known school personnel, accompanied by law enforcement personnel, coming to the classroom. Ignore a fire alarm and the bell system. If we need to evacuate the building, you will be notified.</i> • If a class change is in progress: <i>Attention students and staff. It is necessary at this time to begin a school-wide lockdown. All students and teachers report immediately to your next class. Teachers, be at your classroom door and lock it as soon as the students have arrived. No one is to leave the classroom until each room is given an all clear. This will be done by known school personnel, accompanied by law enforcement personnel, coming to the classroom. Ignore a fire alarm or the bell system. If we need to evacuate, you will be notified.</i> • <i>During lunch periods:</i> <i>Attention students and staff. It is necessary at this time to begin a school wide lockdown. Students in the cafeteria are to report immediately to the _____ (gym or auditorium, whichever is appropriate). Teachers lock your classroom doors as soon as the students have arrived. Students outside of your classrooms at this time are to report back to your classroom immediately. No one is to leave their classroom or designated area until an all clear announcement is made by an Administrator. Ignore a fire alarm or the bell system. If you need to evacuate the</i> 	

<i>building, you will be notified.</i>	
Repeat lockdown announcement several times because of noise in classrooms or generated by class change.	
Return all students back into closest classrooms or safe area.	
If the threat is outside, return students who are outside to the building.	
Students and staff in portable classrooms should be brought into the main building.	
Secure all outside exit doors.	
Teachers should do the following: <ul style="list-style-type: none"> • Secure and lock classroom doors, if possible. • Close blinds on all doors and windows. • Explain to the students that there is an emergency situation in the building. • Seat students on the floor at the inside corner of the room away from the door. 	
School nurse and building secretary report to the main announcement when lockdown announcement is made.	
Establish an Incident Command Post.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	
Do not use code words.	
Use alternative communications means if public address system is not available.	
No one is permitted to breach any locked door without explicit direction from the principal/designee.	
Under lockdown conditions, conditions in a specific classroom can be communicated by placing a card or note, either posted in the windows or slipped under the door, alerting emergency responders to the status of students in individual classrooms.	
Do not allow students to use phones or cell phones.	