

LOCK DOWN DRILL PROCEDURE

A minimum of two (2) lock down drill procedures are conducted twice each school year. The drills include security measures that are appropriate to an emergency such as:

Inside or outside threat: the presence of an armed individual on or near the school premises

The drill may be conducted in coordination with the local emergency management coordinator, the county sheriff, the police department or the fire department.

Procedure for Inside or Outside Threat

An announcement is made over the intercom system indicating that the entire school is in lock down mode. At that time, the following must be performed immediately:

1. Teachers must close and lock their doors, turn off all lights and computer monitors in the room.
2. Teachers must move students to safe corner to reduce visibility, away from the windows and doors.
3. Teachers must quietly verify attendance.
4. No doors may be opened while the lock down procedure is still in effect. Any student or staff member not locked inside the room or office CANNOT be let inside. In the event of a real emergency, the intruder could be using the student or staff member locked out of the room as a pawn.
5. Everyone must remain quietly in position until the “all clear” is given over the intercom or emergency responders evacuate the building.