

Lockout

(Aka; soft lockdown, modified lockdown, lockdown with warning, etc.)

Lockout occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

When implementing Lockout procedures:

Building Administration

- Announce “lockout” (this announcement might only be directed to faculty and staff)
- Repeat announcement several times
- Be direct. DO NOT USE CODES
- Bring people inside
- Lock exterior doors
- Position administrators or designees at doors
- Control all movement
- Disable all bells
- Direct any movement by announcement only
- Announce “all clear” signal when the threat has ceased

Staff

- Lock all exterior doors
- Cover exterior windows*
- Keep students away from windows
- Continue classes. Move on announcement only
- Wait for further instructions

** Check with local law enforcement agencies regarding the covering of windows and doors.*

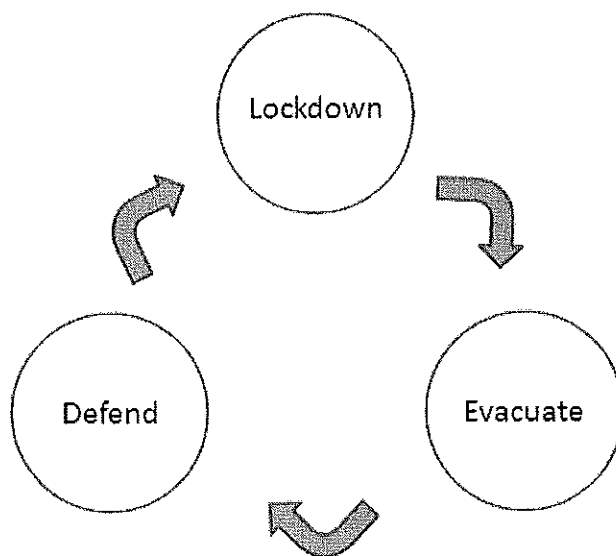
Lockdown with Enhanced Lockdown Options

Critical Information

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building. Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event.

Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure could involve barricading the door and readying a plan of counter tactics or evacuation should the need arise. It is recognized the unfortunate reality that schools may fall target to those interested in doing harm. The School Safety Center is constantly reevaluating its procedures and options to provide a safe and healthy learning environment to students and staff.

It is recognized there is not a single-procedural plan that could cover all variations of possible emergencies or hostile incidents. Because of this, the procedures listed in this insert are to be considered as a guideline. Typical lockdown procedures should be effective in most situations; however, there may be circumstances where locking down may not be the best option. In these incidents, staff should be afforded the freedom to utilize the best of the following options in the interest of safety: Locking Down, Evacuating¹, and Defending Oneself². The three options are not in hierarchal order but are considered free-flowing. They should be constantly reevaluated by individual staff members during the event of an emergency in order to utilize the best and safest option (**see diagram below*).



¹ Evacuating the premises may be needed if locking down is impractical or if it is seemingly safer to go off-site. Those evacuating should go to an off-site location where they can contact 911. Stay at that location until advised otherwise. Advise administrators of your location and attendance.

² "Defend" refers to defending oneself if there is an imminent threat; where the lack of intervention may lead to great bodily harm or death to yourself or your students. It does not mean actively pursuing a threat or needlessly putting yourself in harm's way.

Lockdown occurs when there is a threat or intruder inside the building

When implementing Lockdown procedures:

Building Administration

- Announce “lockdown”
- Repeat announcement several times.
- Be direct. DO NOT USE CODES
- Call 911 and notify law enforcement
- Direct all students, staff and visitors to the nearest classroom or secured space
- Classes outside the building SHOULD NOT enter the building
- Move outside classes to evacuation or re-location site
- DO NOT lock exterior doors
- Announce “all clear” signal when threat has ceased as authorized by law enforcement

Staff

- Clear all students, staff and visitors from hallways immediately
- Report to nearest classroom
- Assist those with special needs accommodations
- Close and lock all windows and doors
- Cover windows to hallways with predesigned materials (curtain, paper, poster, etc.)
- Shut off lights
- Be quiet
- Stay away from all doors and windows
- DO NOT OPEN THE CLASSROOM DOOR for any reason
- If a fire alarm has been activated, do not evacuate unless fire or smoke is visible
- Wait for further instructions

Enhanced Lockdown Options (not listed in a mandated order) (lockdown options may not be appropriate for all ages or abilities)

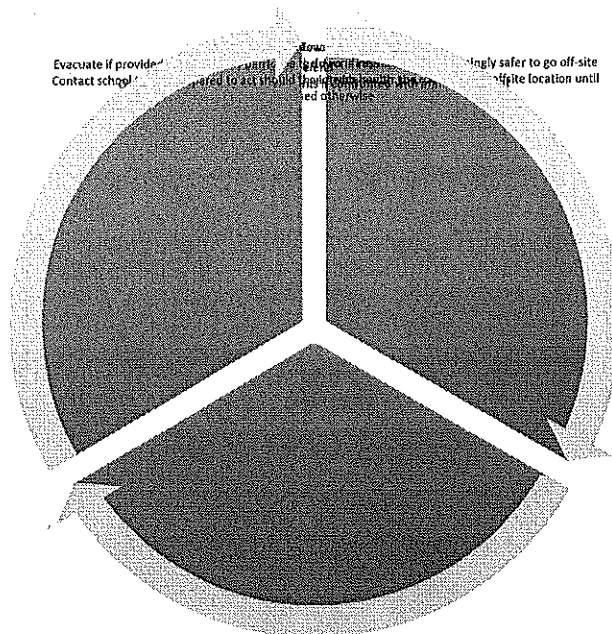
- Using the information at hand, decide if you will Lockdown, Evacuate, or Defend.
(Note that these are not in any specified order)

Enhanced Lockdown Options (not listed in a mandated order) (lockdown options may not be appropriate for all ages or abilities)

- Using the information at hand, decide if you will Lockdown, Evacuate, or Defend.
(Note that these are not in any specified order)

Lockdown	Evacuate	Defend
<ul style="list-style-type: none"> • Quietly barricade the door if needed • Be prepared to act should the intruder enter the room 	<ul style="list-style-type: none"> • Evacuate if provided a safe corridor or if locking down is impractical and seemingly safer to go off-site • Contact school to let them know where you are and who is with you. Stay at that offsite location until advised otherwise 	<ul style="list-style-type: none"> • Defend yourself and protect students if confronted with imminent threat

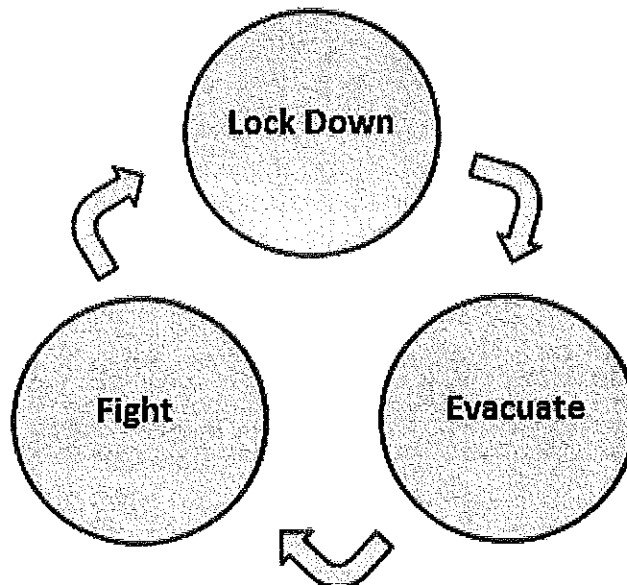
or



Emergency and Modified Lockdowns: Foreword

Independent School District 192 recognizes the unfortunate reality that schools may fall target to those interested in doing harm. ISD 192, in conjunction with Farmington Police Department, is constantly reevaluating its policies and procedures to provide a safe environment to its students and staff.

Under advisement of FPD, ISD 192 recognizes there is not a single-procedural plan that could cover all variations of possible emergency or hostile incidents. Because of this, the procedures listed in this document are to be considered as a guideline. These procedures should be effective in most situations; however, there may be circumstances where locking down may not be the best option. In these incidents, staff is afforded the freedom to utilize the best of the following options in the interest of safety: Locking Down, Evacuating¹, and Fighting². The three options are not in hierarchal order but are considered free-flowing. They should be constantly reevaluated by individual staff members during the event of an emergency in order to utilize the best and safest option (**see diagram below*).



¹ Evacuating the premises may be needed if locking down is impractical or if it is seemingly safer to go off-site. Those evacuating should go to an off-site location where they can contact 911. Stay at that location until advised otherwise. Advise administrators of your location and attendance by email.

² "Fighting" refers to incidents where there is an imminent threat; where the lack of intervention may lead to great bodily harm or death to yourself or your students. It does not mean actively pursuing a threat or needlessly putting yourself in harm's way.