



Sample School Lockdown Procedures

If an emergency situation occurring in the vicinity of a school endangers student safety, the school may be placed under lockdown. Whenever a threat arises, schools are the focus of heightened attention for Police and local authorities. Although such measures may seem extreme, they have proven effective to make sure students are safe. In fact, in an emergency, schools are one of the safest places for youth.

Lockdown security measures:

- All school doors and windows are locked.
- All students and staff remain in their classrooms or offices.
- No one is permitted to leave and no one, including a parent, is allowed on campus.

During a Lockdown parents should know:

- Remain calm as school and local authorities manage the situation.
- If a lockdown lasts for an extended period of time, or goes beyond dismissal time, students will not be allowed to leave until recommended by the appropriate authorities. School staff will attempt to notify parents by phone.
- Parents may be required to pick up children from school or another designated staging area, once it is determined to be safe to do so.
- Parents may be required to present identification.
- The reunification location will be given to parents over the phone, if possible, and will always be publicized to the media.
- School officials will work with the district's transportation department regarding bus transport.
- Students and parents are reminded that during an emergency situation, cellular sites may be overwhelmed due to a high volume of calls. It is critical that text messaging and cell phone use be kept to a minimum so that emergency services have priority to assist the students and staff on the site.