

Title: Procedure for Conducting a Lock Down

Control Information

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Owner/Curator	Jennifer Renée
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Revision History

Revision	Date	Revision Description	Originator
A	06/24/09	Initial Release	Jen Renée
B	7/17/14	Numbering and format revision	Melissa Harris

Procedure for Conducting a Lock Down

1.1. Objective:

The objective of this policy is the following

1. Define the frequency of lock down drills.
2. Define the location of the lock down drill log.
3. Define roles to be filled during an emergency.
4. Define the process of conducting a lock down drill.

1.2. Frequency of lock down drills:

Lock down drills will be conducted a minimum of two times per year. Recommended that one drill be done while students are inside the building and one drill conducted while students are outside of building.

1.3. Location of the lock down drill log:

The lock down drill log will be stored in the file drawer of the administrator’s office, clearly labeled “LOCKDOWN DRILLS”.

1.4. Roles:

The administrator must designate school staff (minimum two persons) to be trained to serve as **Incident Commander (IC)** and **Public Information Officer (PIO)**. The IC takes control of the communication with law enforcement and is the main point of contact. The PIO assists in additional emergency response tasks, such as planning where and how to provide First Aid, how to account for the location of students and staff, and how to notifying families and conduct reunification processes as well as any crisis care.

1.5. Procedure:

Step	Detail	Description	Accountable	Responsible	Informed
Announce lock down	Use plain language	Using both phone intercome system and walki-talki instruct staff to implement lock down.	ED	ED	Staff
Lock down classrooms	Once door is locked, do not open it for any reason.	Call any students outside of room into the room. Lock interior and exterior doors. Cover windows. Turn off lights. Keep all quiet and away from windows and doors.	T	T	ED

Step	Detail	Description	Accountable	Responsible	Informed
If outside...		Staff may proceed with students to the nearest lockable room. A locked room will not be opened by occupants inside.	Staff	Staff	ED
Office staff		Lock front door and exterior doors to covered play area, close and lock firewall doors. Lock office door. Secure yourself in staff lounge/nurses station area.	AA	AA	ED
Other Staff	Once door is locked, do not open it for any reason	Call any students outside of room into the room. Lock interior and exterior doors. Cover windows. Turn off lights. Keep all quiet and away from windows and doors.	Staff	Staff	ED
Take attendance	Keep talk brief and to the point	Teachers use walki-talkis to report any students missing from class.	T	T	AA
Check security of building		Walk around the perimeter of the building identifying areas of vulnerability. Check all interior and exterior doors.	ED	ED	ED
Announce lock down is over		Announce over both walki-talki and phone intercome system that the drill is complete, noting the danger is passed and teachers may now unlock their classrooms	ED	ED	Staff
Evaluate Drill		Tachers and staff responsible for an area must complete a "Lock Down Evaluation Form" and turn into the ED the day of the drill.	Staff	Staff	ED
Document Drill	Inform ICP Board in monthly board report	The administrator compiles information from the evaluation forms and from own observations during the drill, writes a report and makes recommendations for improvement.	ED	ED	ICP

