

LOCKDOWN/BARRICADE

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down/Barricade, staff/students are to remain in the classrooms or designated locations at all time.

The difference between Lock Down/Barricade and Lockout is that the former involves immediate area lockdown, with barricading of doors and no movement inside the classroom. All work/instruction is halted during this event.

Description of Action

1. The Incident Commander or designee will make the following announcement on the PA system. If the PA system is not available, the Incident Commander will use other means of communication, i.e., phones, portable radios etc. to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. ADMINISTRATORS/TEACHERS ARE TO LOCK BUILDINGS/CLASSROOM DOORS AND KEEP ALL STAFF/STUDENTS INSIDE THE BUILDING/CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM.”
2. If inside, administrators/teachers will instruct staff/students to lie on the floor, lock the doors, and close any shades or blinds if it appears safe to do so.
3. If outside, staff/students will proceed to their offices/classrooms if it is safe to do so. If not, teachers or administrative staff will direct students/staff into nearby classrooms or agency buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. Administrators/Teachers and staff/students will remain in the office building/classroom or secured area until further instructions are given by the Incident Commander or law enforcement.
5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel shall be allowed on campus. If possible, signs should be placed notifying visitors to the campus of the “Lockdown/Barricade” status and to leave the area.