

LOCKOUT

This action is taken when the threat of violence or gunfire is identified in the immediate community or when directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering the building/campus. During Lockout, staff/students are to remain in the office buildings/classrooms or designated locations at all time.

The difference between Lockout and Lockdown/Barricade is that the former allows for the free movement of staff/students within the office/classroom and instruction continues.

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., sending messengers 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 LOCKOUT PROCEDURES. ADMINISTRATORS/TEACHERS ARE TO LOCK OFFICE/CLASSROOM DOORS AND KEEP ALL STAFF/STUDENTS INSIDE THE OFFICE BUILDING/CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STAFF AND STUDENTS ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM.”

2. If inside, teachers will instruct students to close any shades or blinds if it appears safe to do so.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or agency buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Incident Commander or law enforcement. Classroom instruction can continue.
5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel shall be allowed on campus. Signs should be placed notifying visitors to the campus of the “Lockout” status and to leave the area.