

Community Lockdown

Precautionary safety procedures will take place during a community lockdown depending on the specific circumstance. A community lockdown means there is an emergency situation taking place regionally that requires extra safety measures for our schools. Please use the following procedures for community lockdown unless instructed otherwise by administration.

- Community lock down will be announced once a consensus among law enforcement/school is determined that lock down is necessary. Same procedure will be used to announce the lockdown has been called off/cancelled.
- No students will be allowed outside the building initially. If students are at recess they will be brought into the building immediately. Normal procedures may resume with collaboration with local emergency agencies.
- Students in the gym, trailers, or cafeteria will remain in those locations until further notice.
- Permission for parents to pick up their children may be permissible after collaboration with local emergency agencies.
- All entrances to the buildings will be locked down. Those entrances will be supervised by school personnel until the emergency responders arrive.
- All staff will remain with their students and classroom doors will be locked. (Bathroom breaks may be given depending on the lockdown circumstances. Office will let staff know how bathroom breaks may be given.) Normal class rotations may resume after collaboration with local emergency agencies.
- At no time will school personnel address the media. Media will be directed to central office including media phone calls.
- All phone calls received about the lockdown will be addressed with a brief factual statement. This statement will be approved by administration.
- Teachers may text parents only if a statement is given to the teacher to be texted from administration. (Remember you are responsible for supervising students instead of communicating with parents during a lockdown.)
- Busses on field trips will be contacted on the situation and instructed where to go. Some trips may allow to continue after collaboration with local emergency agencies.
- All staff should be wearing their identification badges for emergency responder personnel.
- All staff should remain calm. Reactions from students and others will depend on your demeanor.

