

## "LOCKDOWN"

### PURPOSE STATEMENT

This plan exists to ensure the safety of staff, students and volunteers at Pathfinder K-8 School during a crisis situation. It can be put into action immediately and involves all people in the building.

### NOTIFICATION OF CRISIS

1. Office is notified of situation
2. Principal or designee determines if building-wide notification is necessary.
3. Signal to all classrooms is:
  - a. Intercom Paging system, "Attention, Attention, Attention"
  - b. "This is a Lockdown - Please follow Lockdown Procedures," will be announced.

### ACTION TAKEN

**Principal:** Incident Commander or designee notifies 911 and/or security as directed

**Teachers:**

- Lock Classroom door -- Be on alert for students either in the hallways or between classrooms. Have them come into your room.
- Close blinds in windows
- Turn Off lights
- Move students into a position so they are not seen from outside.
- Keep students calm and quite.
- Take attendance of students, staff and volunteers in your room.
- No teaching, reading, working until you've been contacted.
- Be prepared to give attendance when contacted, office or command staff will try to keep you informed of the situation.
- Communication may occur by phone, email, intercom, cell phone or website.
- At this time you will report missing and extra students, TA's, tutors, parents.
- Once the all-clear signal (one long ring) has been given teachers follow any further directions or resume the day as planned.

**Nurse, Family Support Worker:** As above (lock office door)

**Office Staff:** *As directed by Incident commander*

- Call Security --- 27707
- Call Police -- (9) 911
- Call Ed Director and Communications as directed by IC
- Close shades in office area, including Principal, Asst. Principal and workroom/staff lounge areas.
- Close Garage Door over counter.
- Lock both office doors -- Be on alert for students either in the hallways or between classrooms. Have them come into the office.
- Communicate with all classrooms to notify building staff of situation and to take names of missing and extra students.
- Correlate missing and extra student names.

- Activate custodian radio.
- Connect with Security Staff on District Radio.

**Kitchen Supervisor:**

- Lock all kitchen doors - Be on alert for students either in the lunchroom or between classrooms. Have them come into the kitchen.
- Cover any windows in doors.
- Move away from windows

**Custodian:**

- Lock outside doors of building.
- Activate radio

**Students in Hallways or Bathrooms:**

- Students in hallways or bathrooms immediately go to the closest classroom.

**Students with Specialists:**

- Students with adults in the office area hub stay with adult.
- Students with Specialists that have classrooms stay in classrooms.
- Students with Specialists in Blazing Trails stay there.

**\*\*Students Outside:**

- Students stay where they are, drop, and cover as if in an earthquake. Students then wait for Playground Supervisors to direct them to a "safe place."
- Playground supervisors move students to a "safe place." If possible bring inside out of sight of windows and doors to the gym.
- Once the all-clear signal (one long ring) has been given teachers pick up students and return to class for attendance.

**\*\*Students in Lunchroom:**

- Lunchroom Supervisors move students out of lunchroom away from doors and windows to gym, stage, hallway, or kitchen.
- Secure doors (Custodian)
- Once the all-clear signal (one long ring) has been given teachers pick up students and return to class for attendance.

NOTIFICATION TO RESUME REGULAR PRACTICES AND MOVEMENT  
ABOUT BUILDING

- All clear signal: 30-second continuous bell.
- All unassigned staff report to office for further instructions.

**SHELTER-IN-PLACE**

Shelter-in-Place differs from Lockdown in intensity. The building and rooms remain locked, there is limited movement throughout the building.

- Notification will be by intercom, "Attention, Attention, Attention, please move to Shelter-in-Place."
- Lock classroom doors, check hallway for students.
- *Teaching may continue quietly.*
- You will be notified about the process for restroom breaks.
- Do not let students leave classrooms unless you have approval of safety staff.