

UNIVERSAL EMERGENCY RESPONSE PROCEDURE

Lockdown Procedures

For Site-Specific Information, Call:	
Police, Fire and EMS Emergency	911
Security	
EST Manager	
Other	

Situation Description

For emergency conditions which dictate securing the building to protect occupants from potential dangers within or outside the building—physical and workplace threats—the principal or the principal’s designee, acting as the IC, is the only person authorized to order a lockdown.

Procedures

Required lockdown procedures—If an emergency requires immediate action to protect the safety of students and staff, activate a Universal Emergency Response using the Public Address (PA) system, or word of mouth by the Communication Coordinator or other School Emergency Response Team members.

- Using the intercom, make a general announcement informing all students and staff members that the building will be under Lockdown Status until further notice.
- Activate the SERT.
- Security Officers, MPD, SROs, and administrators should check hallways, restrooms, locker rooms, storage areas, and other areas that may be occupied to ensure that everyone is evacuating to the closest classroom where a teacher is present.
- Students in the main office, guidance office, health suite, cafeteria, and/or multipurpose rooms for lunch, assemblies, or large group activities will remain at these locations under the direction of the staff present at the time.
- Provide assistance to individuals needing special assistance.
- Close and secure (lock if possible) windows and doors of classroom, pull down blinds, and turn off the lights.

Remember to use the **School Emergency Procedures Guide** accountability tool according to your accounting procedures:

- Red Side Out – Need assistance/student missing.
- Green Side Out – All students accounted for.

- Students are to sit on the floor away from any windows and doors.
- Shut off light and do not leave room for any reason.
- Stay quiet and await further instructions.
- Security will be responsible for locking front lobby doors and office doors. Building services workers will check and verify that all exterior doors are securely closed and locked.
- An administrative staff member will contact 911 to alert emergency responders that the building is under Lockdown and provide as much information as possible concerning the nature of the emergency.

Required post-lockdown procedures—On conclusion of the emergency and it is confirmed the safety of students and staff are no longer threatened, personnel will implement the following procedures:

- Administer first aid.
- Student should report to their home rooms, and teachers must take roll and report to the designated Attendance Counselor the names of any missing persons.
- Designated administrative staff members will determine that all staff members and visitors are accounted for and report findings to the Student Accounting Coordinator.

Followup notifications—Followup notifications should be made using the specific Emergency Incident Protocols based on the nature of the emergency.

- Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Website) and submit to the Interagency Team.