

OVERVIEW OF DASD LOCKDOWN PROCEDURES

OVERVIEW

- **WHAT IS A LOCKDOWN?**
 - A lockdown is a controlled response.
 - A lockdown is declared during a scheduled drill. A lockdown is also declared when a situation exists which requires students and staff to remain in their classroom or has the potential to threaten the safety of students and staff.
 - A lockdown allows for altered and flexible expectations. (Students are directed to shelter-in-place, continue normal instruction, etc.)
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COMMUNICATION

- **HOW IS A LOCKDOWN TRIGGERED?**
 - Typically, a lockdown is initiated by the administrator in charge and communicated over the loud speaker announcement system.
 - A lockdown announcement may include: *"Your attention please... There is a lockdown in our building due to (reason cited). All individuals in the building are to remain in, or report to, the nearest securable area and lockdown."*
 - **HOW DOES COMMUNICATION OCCUR THROUGHOUT A LOCKDOWN?**
 - Students and Staff: Generally, an announcement is made which communicates the start and the end of the lockdown. Additional information and direction may be provided throughout the incident/drill as appropriate.
 - Parents/Guardians: When a lockdown is called for an emergency situation, parents and guardians receive communication from a building administrator in the form of a letter and/or School Messenger phone message. In most cases, such as the case of a medical lockdown, if students are not at risk, a lockdown will not be communicated.
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REASONS TO INITIATE A LOCKDOWN

- **MEDICAL**
 - Overview: A lockdown may be called when an individual in the building is experiencing a medical emergency. Students and staff will not be permitted outside of classrooms in order to allow medical responders' access to the individual.
 - Typical Response: Students and staff will be instructed to continue instruction but must remain in their classroom.
- **DISTURBANCE**
 - Overview: A lockdown will be called when an internal or external disturbance occurs that requires individuals to remain in classrooms for a specified time period.
 - Typical Response: Students and staff will be directed to continue instruction but must remain in their classroom. Depending on the disturbance, students and staff may be directed to turn off lights and gather away from doors and windows.
- **NARCOTICS SEARCH**
 - Overview: A lockdown will be called when, in collaboration with our local law enforcement agency, a K-9 search is being conducted. During the search, students and staff will not be permitted outside of the classroom.
 - Typical Response: Students and staff will be instructed to continue instruction but must remain in their classroom.
- **EMERGENCY**
 - Overview: A lockdown will be called when, in the opinion of the administrator in charge, a situation that exists that potentially threatens the safety of students and staff.
 - Typical Response: Students and staff will be directed to remain in their classroom and to turn off lights and gather away from doors and windows.