

UNDERSTANDING LOCKDOWNS

INFORMATION FOR PARENTS AND GUARDIANS

What is a Lockdown?

A Lockdown is a precautionary measure in response to a threat directly to the school or in the surrounding community.

What are the different types of Lockdowns?

Modified Lockdown



A Modified Lockdown is used when there is a threat of violence or serious incident in the surrounding community other than school property that could jeopardize the safety of students or staff (i.e. police searching for a criminal suspect in the area, bank robbery, etc.)

STUDENTS

- Get indoors quickly
- Follow Directions
- Continue learning

STAFF

- Bring everyone indoors
 - Account for Students and Staff
 - Ensure doors and windows are locked and close blinds
 - Do not allow students to leave the classroom for any reason
 - Continue with educational instruction
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Full Lockdown



A Full Lockdown is used when there is a treat of violence or serious incident with in the school that could jeopardize the safety of students or staff (i.e. intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)

STUDENTS

- Move out of sight of doorway
- Remain silent
- Do not open the door for anyone

STAFF

- Move students out of sight of the doorway
 - Turn lights and equipment off and silence phones
 - Ensure doors and windows are locked
 - Account for all Students and Staff
 - Remain calm and do not allow anyone to leave the classroom
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Lockdown Drill



The Security Department will perform two (2) lockdown drills per school year; one in the Fall and one in the Spring. One of these drills will be unannounced. Lockdown drills provide an opportunity to review effectiveness and response of staff and students. During lockdown drills, staff and students practice what to do in an active situation.



How will I know if my child's school is on Lockdown?

Once a Lockdown is put in place, school administrators and police will work together to ensure the safety of everyone on the school campus first. Once the situation has been stabilized, a phone message, and/or paper letter will be sent to parents/guardians to inform them that the school was placed on lockdown.

What should Parents/Guardians do during a lockdown?

- **Wait at home**

If a school is on lockdown, it may involve an unsafe environment surrounding the school. For your safety, the safety of your child, and the well-being of all involved, it is best to steer clear until you get the okay from school.

- **Refrain from calling the school**

If a school is on lockdown, school staff will be unable to answer the phone.

- **Refrain from calling or texting your student's phone**

If a school is on lockdown, it is best to NOT try to get in touch with your child. Exchanging information with them could make matters worse or cause unnecessary worry. Procedures are in place to keep parents up to date on the situation and it is best to abide by those procedures.

- **Remain Calm**

Hearing that your child's school is on lockdown is understandably scary. It is important to remain calm during this time. If you hear that a school is on lockdown, know that police and other necessary emergency services are likely on scene.

- **Bring your ID**

After the all-clear has been given and the lockdown has lifted, please be sure to bring the proper ID with you if picking up your child.

Tips for Parents/Guardians



Please ensure your school has the most up-to-date contact information for you on file. If you are not receiving messages or announcements from your school, the information on file may be incorrect.



We know that Lockdowns can be scary for our students. Please prepare your child(ren) for a lockdown situation by explaining the importance of remaining calm, quiet and following directions.

