

EMERGENCY DRILLS

Lockdown

The Lockdown procedure is a necessary and effective way to insure the safety of students and staff when an emergency incident takes place on or near your site.

The way you prepare for and conduct the Lockdown procedure can greatly ease the inconvenience of being placed in the Lockdown mode.

The following information is designed to assist you in preparing for a Lockdown:

1. Lockdowns are generally initiated by law enforcement personnel due to police action around, or possibly on, your site.
2. Immediate notification of all staff members of the need to initiate the Lockdown procedure is essential. Notification can be made by:
 - a special bell signal¹
 - a "code" word or phrase sent out through the intercom system if available
 - messenger
 - any other system developed by school
3. When the perimeter of the school has been secured, no one should be moving around the campus except those concerned with campus security.

Most Lockdowns last an hour or less, but some have dragged on for up to six hours. Once again, preplanning is necessary to be able to deal with sanitation, medical and nutritional needs. Discussion among staff should take place to prepare for all contingencies during the Lockdown.²

Very often parents and the media will arrive on the scene as news about the event gets out to the community. Be prepared to have an area set aside for making announcements and for providing information regarding the event.³

Police may release some students after securing an area. Make sure that a log is being kept regarding events. Keep track of students released per your students release plan section of your Emergency Operations Action Plan.⁴

¹ Bulletin No. Q-48 (Rev.), *Emergency Drills and Procedures*, Office of the Superintendent, Nov. 2, 1998.

² LAUSD Training Program, *Safe Schools Equal Safe Kids*, Manual and Video, October 1999.

³ Emergency/Disaster Procedures Manual, *Media*, p. 26.

⁴ Earthquake/Emergency Action Plan, *Emergency Response Team Log*, January, 2002.