

## BULLETIN NO. 2

### Lock Down Procedures

---



#### Protective Measures –

Schools should have proper lockdown procedures, plans and drills in place. Lockdown procedures should include, and schools should prepare for, a minimum of three different lockdown situations with unique clear standardized language, announcement protocols, and actions. The three situations are:

#### Clear the Halls

##### Exterior Lockdown Lockdown

**Clear the Halls** - An interior or exterior situation that currently is minor in nature but has the potential to become a major emergency situation. If not controlled, it could affect students, staff and visitors if they were to interfere or interact with the situation. Examples might include an upset parent or student, a death or medical emergency, the police department called to interact with a student, staff or visitor, etc.

This level of emergency should include the following elements:

- Students to remain in current classroom.
- Staff to collect all students in hallways, bathrooms, etc., and return them to the classroom as soon as possible.
- Close all classroom doors but no need to lock them. Take attendance and identify missing students.
- Inform administration of missing students.
- Maintain classroom activities.
- Wait for further instructions from school administration or police department.
- Administration to contact police if appropriate.
- Release students upon an "All Clear" announcement.

**Exterior Lockdown** - An exterior situation on or near school property that could affect students, staff, and visitors if they were to go outside or be released from classes before the situation is resolved. Examples might include a dangerous animal, a bank robbery, or an incident at neighboring property. This level of emergency should include the following elements:

Bring all exterior activities into building.

- Lock all exterior doors if not already locked but no need to lock classroom doors.
- Place staff members at all exits.
- Maintain normal interior activities.
- Delay dismissal.
- Release students upon an "All Clear" announcement.

**Lockdown** - An interior or exterior situation that is currently dangerous that could affect students, staff, and visitors at any time. Examples might include a visitor, student, or staff displaying a weapon, a violent incident occurrence, and a student, staff, or visitor who has made violent threats and has entered or not exited the building. This level of emergency could include the following elements:

- All classroom doors to be locked immediately.
- Students and staff to remain where they are (i.e., bathroom, nurse's office). Students and staff in hallways to enter nearest unlocked door and lock the door if possible. Turn off classroom lights.
- Move students, visitors, and staff out of sight lines from windows and doors. If unable to do so, then instruct all to hide behind furniture, under desks, or lie flat on the floor.
- Take attendance and identify missing students.
- Wait for further instructions from school administration or police department.
- Administration to contact 911. Release students only when administration or law enforcement unlocks the classroom door.

## BULLETIN NO. 2

### Lock Down Procedures (Page 2)

---



All lockdown training should include a discussion of staff and student evacuations in the event that they are in locations where lockdowns are not possible or when escaping the potential threat makes more sense than locking down. All emergency situations are dynamic, and school district personnel should be allowed to make instantaneous decisions in these situations.

**For additional information or questions, please contact one of the following:**

Matt Carver, School Administrators of Iowa - [mcarver@sai-iowa.org](mailto:mcarver@sai-iowa.org)

Nicole Proesch, Iowa Dept. of Education - [nicole.proesch@iowa.gov](mailto:nicole.proesch@iowa.gov)

Mary Gannon Iowa Association of School Boards - [mgannon@ia-sb.org](mailto:mgannon@ia-sb.org)