

Figure 4.1. Threatening Intruder Response Plan

Lockdown Procedures

A threatening intruder, as defined in this document, is an individual who has a visible weapon (e.g., gun, knife, explosive) or who is suspected—because of words or actions—of having a concealed weapon.

Emergency Alerts

Lockdown procedures will be implemented in response to an emergency alert or when a disturbing sound (e.g., gun fire, an explosion) is heard.

Disturbing Sound	=	Gun fire, explosion
Intercom Announcement	=	Lockdown, Lockdown, Lockdown
Message Delivered to Room	=	Lockdown

Lockdown Procedures

- ◆ Check hall quickly for passing students and direct them into classrooms.
- ◆ Lock door (do not open once door is locked).
- ◆ Cover window on door.
- ◆ Close blinds (do not open once closed).
- ◆ Turn out lights.
- ◆ Instruct students to sit on the floor with you—away from the door or windows; remain silent, but if you hear gunfire direct students to take cover.
- ◆ Wait for further instructions (e.g., all-clear signal)

If in the hall, gym, or cafeteria:

- ◆ Go to the nearest room with space available and follow lockdown procedures,
or
- ◆ Run out nearest exit to an off-campus site (e.g., district office).

If outdoors:

- ◆ Using your best judgment, direct students to reenter the school building, crouch down, take cover behind equipment, or to run (e.g., toward the gate leading to town).
- ◆ If you choose to run from the school grounds, lead students to an off-campus site (e.g., middle school).

Staff members will, in response to emergency alerts:

- ◆ Implement lockdown procedures.

Staff members will, when observing a threatening intruder from a distance:

- ◆ Do not alert the intruder that he or she has been seen.
- ◆ Notify police (911) on nearest phone and stay on the line.
- ◆ Describe the intruder, his/her location and behavior, and weapon.
- ◆ Notify office staff (e.g., send someone to call on another phone).
- ◆ Notify other personnel *if safe* to do so (e.g., send a “Lockdown” message)

Staff members will, when face to face with a threatening intruder:

- ◆ Attempt to remain at a safe distance.
- ◆ Remain calm.

(Figure continues on next page.)

- ◆ Act in a nonthreatening manner.
- ◆ Ask the intruder to report to the office (if the intruder leaves you, get to the nearest phone and alert the office staff, then call 911).
- ◆ Always tell the intruder what you plan to do before you do it.
- ◆ If it appears safe to do so, direct students to another location.
- ◆ Use appropriate hand signs (1 finger = OK; 2 fingers = stay close; 3 fingers = get help; fist = weapon observed) to alert other staff.
- ◆ Engage the intruder in a conversation; keep him/her occupied and calm.
- ◆ If an intruder enters your room with a weapon, instruct students to sit quietly or to take cover—whichever seems most appropriate given the behavior of the intruder.

The office staff will, when confronted by a threatening intruder:

- ◆ Stay calm and engage the intruder in conversation.
- ◆ Act in a nonthreatening manner.
- ◆ Notify intruder of plans (e.g., don't use intercom without permission).
- ◆ If safe to do so, notify police (call 911).
- ◆ Use your best judgment regarding requests from the intruder.
- ◆ If the intruder abducts a student, get a description of the vehicle and exit route.
- ◆ If a student or staff member is harmed, ask for permission to give first aid.
- ◆ Call emergency medical personnel when safe to do so.
- ◆ Notify superintendent when safe to do so.
- ◆ Post signs for parents at the front doors if appropriate; advise parents to listen to regional news stations or access the district website for updates

The District Office Response Team will:

- ◆ Arrange for streets and the school parking lots to be blocked from traffic.
- ◆ Liaison with police and fire departments.
- ◆ Handle media coverage.

After the Emergency Is Over

The teachers will:

- ◆ Keep children in classrooms or a designated area.
- ◆ Release students only when authorized to do so by office staff.

The Code Blue Team will:

- ◆ Assist teachers with students.
- ◆ Assist the principal, secretary, and emergency personnel.
- ◆ Meet with the principal to develop a response plan.

The principal and secretaries will:

- ◆ Follow pertinent procedures outlined in the *Principal's Checklist*.
- ◆ Establish a student signout procedure and location.

The counselor will:

- ◆ Provide comfort and support to students and staff.
- ◆ Assist the principal and office staff as needed.
- ◆ Follow procedures outlined in the *Principal's Checklist*.