

## **Best Practices for Campus & School Lockdown Procedures for Hamilton ISD**

During campus emergencies, it is vital that students and faculty/staff are prepared to react quickly.

The purpose of a campus lockdown is to provide an orderly way to minimize accessibility to areas of a campus, buildings, or rooms to reduce the risk of danger to those on the site.

A school lockdown is issued when there is a threat to students and school faculty/staff members.

School lockdown procedures require the cooperation of the faculty/staff and students.

- Shelter-in-Place - Usually an external health hazard where building evacuations are not recommended.
- Internal Threat - This threat exists when the danger is inside of the school or campus. The goal of this procedure should be to keep everyone safe until the threat is completely removed.
- External Threat - This type of threat occurs outside of the school building or campus. The goal of this lockdown is to prevent the threat from entering the school or campus.
- Full Lockdown - This scenario involves a serious threat that requires immediate action.

The types of events that require lockdowns include situations such as the following:

- Active shooter
- Hostage situation
- Riots

- Police activity nearby
- National disasters

Throughout the school year, we will have practice drills so that students and faculty/staff become familiar with the emergency procedures.

By knowing the lockdown procedures, and taking the practice drills seriously, you can keep yourself and others safe.

### **THE BEST GENERAL GUIDELINES AND BEST PRACTICES FOR HAVING AN EFFECTIVE LOCKDOWN ARE:**

Faculty & staff should do the following if a lockdown is ordered:

- Lock **ALL** doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows!!! A school official will unlock the doors. If it is not a member of our administration, always ask for documentation from the official to confirm their identity.
- Turn off all lights and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Silence televisions, cell phones and other electronics.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Account for every student in the room.
- Assist those with special needs.
- Remain indoors and under lockdown until authorized personnel unlock the door and you receive an "**ALL CLEAR**".

**Students should abide by the following rules during a school lockdown:**

- Alert a faculty/staff member if you know that someone is simply pulling a prank.
- Remain quiet, still, calm and alert.
- Follow all instructions.
- Only use cellular devices if it's an emergency or if instructed to do so.

Announcing the lockdown drill:

We will use the PA system to announce the lockdown drill. We will say and repeat it:

**“Lockdown! Locks, Lights, Out of Sight! This is a drill.”**

It is very important to tell staff and students that this is a drill. Failure to do so will most likely result in parents and even law enforcement coming to our schools.

After a 2-3 minute break, the administrative team will go to classroom doors and listen for noise and look through the window for any student or staff visibility or movement. We will knock on the door and request entry. There should be **NO** response to this request. At this point, an administrative team member will unlock the classroom door and announce our name and turn on the lights for you. This procedure will require time as we go to the classrooms, but we must take this drill **SERIOUSLY**.

Our administrative team will debrief and send you any concerns from our practice drill.

**THANKS FOR ALL YOU DO! OJ**