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What is a lockdown?

When a situation arises or a threat is received, an administrator determines the need to initiate a **lockdown**. The lockdown serves several purposes. It allows administrators to:

- Collect all the building occupants into safe areas (e.g., classrooms)
- Account for all building occupants
- Assess the situation

This procedure requires some time and attention to detail before external notifications are made.

Depending on the situation, the administrator may call the law enforcement agency (e.g., Chautauqua County Sheriff's Dept.). Once law enforcement officers are involved, they may take control of the scene. Based on an assessment by law enforcement officers and administrators, a decision is made either to remain in lockdown or to evacuate the building. When the building is locked down, **no traffic** is allowed to enter school grounds (e.g., parking lots), and **no individuals are allowed to enter or exit the building**.

Telephone lines must remain open for communication among offices and between offices and classrooms. Office staff may also call parents and guardians. Therefore, it is important **not to call the school**; doing so slows communications within the school and may delay delivering messages to those we need to reach outside the building. Similarly, law enforcement authorities have stipulated that **cell phones must be turned off** for safety reasons; please do not try to reach your child by cell phone or text message.

The district will make every effort to post current information on the district website, www.clake.org. Calls or emails may also be made to parents and guardians, either individually or using SchoolMessenger automated notification system. As addressing the internal operations of this procedure is a priority, it may take some time before information is ready to be relayed by any of these channels.

Lockdowns are practiced at least four times each school year. Two of these drills must not be announced in advance.