Lockdown

Critical Information
Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

**Lockdown with Warning** occurs when there is a threat outside the building or there is a non-threatening circumstances when people need to be kept away from areas (e.g. medical emergency or disturbance).

**Lockdown with Intruder** occurs when there is a threat or intruder inside the building

When implementing **Lockdown with Warning** procedures:

**Building Administration**
- Announce “lockdown with warning”
- Repeat announcement several times
- Be direct. DO NOT USE CODES
- Bring people inside
- Lock exterior doors
- Control all movement
- Disable all bells
- Direct any movement by announcement only
- Announce “all clear” signal when the threat has ceased

**Staff**
- Lock all exterior doors
- Cover exterior windows*
- Keep students away from the windows
- Continue classes. Move on announcement only
- Wait for further instructions

*Check with local law enforcement agencies regarding the covering of windows and doors.

When implementing **Lockdown with Intruder** procedures:
(These actions happen rapidly)

**Building Administration**
• Announce “lockdown with intruder”
• Repeat announcement several times.
• Be direct. DO NOT USE CODES
• Call 911 and notify law enforcement
• Direct all students, staff and visitors to the nearest classroom or secured space
• Classes outside the building SHOULD NOT enter the building
• Move outside classes to primary evacuation site
• DO NOT lock exterior doors
• Announce “all clear” signal when threat has ceased as authorized by law enforcement

Staff
• Clear all students, staff and visitors from hallways immediately
• Report to nearest classroom
• Assist those with special needs accommodations
• Close and lock all windows and doors
• DO NOT LEAVE for any reason
• DO NOT OPEN THE DOOR for any reason
• If a fire alarm has been activated, do not evacuate unless fire or smoke is visible
• Shut off lights
• Stay away from all doors and windows
• Be Quiet
• Wait for further instructions

Minnesota State Statute 121A.037 SCHOOL SAFETY DRILLS
Private schools and educational institutions not subject to section 121A.035 must have at least five school lock-down drills, five school fire drills consistent with section 299F.30 and one tornado drill.
• It is essential to practice and plan for all emergencies during these required drills
• Develop an action plan for notifying and directing people in common areas (e.g. cafeteria, gymnasium, auditorium, bathrooms).
• During the “all clear” notification, consider having law enforcement accompany building staff to each classroom or safe area