

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