

Lockdown Checklist

SECC Office of Education

The purpose of this checklist is to help observers and reviewers ensure that a Lockdown or Drill is effectively executed. This checklist may be used to guide planning and implementation of a Lockdown or Drill, but its purpose is to help evaluate school's Lockdown and Drills. Keep in mind that each situation that requires a Lockdown is unique and requires adaptation as indicated.

School Name: _____ Principal: _____

Incident Commander: _____

Evaluator of Drill: _____

Date & Time of Drill: _____

- Type of Lockdown (mark all that apply): a Drill Lockdown Event
- Drill or Event initiated by: School Staff Police
- The threat was: In the school In the neighborhood
- Reason for Lockdown Event: Threat Weapon Bomb/Suspected Bomb
- Suspect in area Police Activity in Area
- Other _____

Initial Actions to Secure the Building & for Communication During Lockdown

ADMINISTRATIVE TASKS

COMMENTS

- Principal or designee is notified to or decides to go to Lockdown
- Principal or designee calls 9-1-1 and describes situation
- ALL on campus are notified of lockdown (or drill) incl. location if possible
- Office staff or designee posts Lockdown signs on inside of main doors
- Staff members clear hallways & open areas and direct students to closest safe classroom
- Exterior doors are locked
- Send message to parents via parent notification system
- Record telephone answer message for parents who may call
- Make sure law enforcement has maps and access to all areas
- Remain in contact with law enforcement as needed
- Contact SECC Office of Education

TEACHERS ACTIONS DURING LOCKDOWN

COMMENTS

- Accept any students or recognized safe visitors from hallway
- Lock and secure room
- Move students out of sight; close windows and drapes
- Turn off lights and most computer screens
- Keep students calm and quiet
- Take attendance and account for all students
- If possible, notify office of missing students, additional students & visitors
