

# 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

---

---

---

---

---

---

---

---

- Provision is made for emergency restroom needs \_\_\_\_\_
- PE Teachers in gym, move students to predetermined “safe place” \_\_\_\_\_
- Students at lunch should move into nearest classroom \_\_\_\_\_
- Students and teachers outside on field should stop, drop and remain still \_\_\_\_\_
- Stay in safe area until either an administrator or law enforcement officer  
unlocks the door \_\_\_\_\_
- If lockdown is identified as “soft” (neighborhood danger), the following modifications could be made:
  - Students can take time to return to their own classrooms
  - Students outdoors should all be moved indoors
  - Doors should all be locked, lights out, and curtains drawn, but students can work SILENTLY at their desks
  - A verbal “All Clear” can be given when administration has been notified that the neighborhood situation is deemed safe.

**GENERAL**

- Did ALL staff members (including custodians, maintenance workers, part-time and substitute teachers know what to do?  
\_\_\_\_\_
- Do doors have peek-holes where staff can see out without being seen?  
\_\_\_\_\_
- Did local law enforcement have maps and access to keys ahead of time?  
\_\_\_\_\_
- Did visitors know where to go, what to do?  
\_\_\_\_\_
- How will cell phones be used—and not used?  
\_\_\_\_\_

**ADDITIONAL COMMENTS**

---



---



---



---



---



---



---



---



---



---