

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:
 - o Students can take time to return to their own classrooms
 - o Students outdoors should all be moved indoors
 - o Doors should all be locked, lights out, and curtains drawn, but students can work SILENTLY at their desks
 - o 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
