

Nautical Middle School (NMS) Sample Lockdown Annex

Background: The purpose of a lockdown is to protect the whole school community indoors and shield them from harm. Lockdowns occur during emergency situations that usually provide little to no advance warning time and are typically activated by the Incident Commander [Principal/designee]¹ or directed by local law enforcement. However, anyone who observes a security threat, such as an armed intruder on campus, should take the first step to activating a lockdown by notifying the front office.

A lockdown may be activated for several reasons, including police activity or public disorder near the campus that may impact the school, an intruder on campus, a dangerous animal on campus, or even a threat from a non-custodial parent or guardian (hereafter parents and guardians will be referred to as “family”). During a lockdown, staff members act quickly to ensure that all students, staff members, and visitors are secured in a location away from immediate danger by locking doors and gates, limiting movement within the school, and restricting access into and out of the school. Students will not be released to family during a lockdown (see *Reunification Annex*²).

Following are the Before, During, and After goals; objectives; and courses of action for a lockdown.

BEFORE a Lockdown

Goal: To be able to quickly secure the whole school community and protect it from harm.

Objective: Train personnel to respond to a lockdown effectively. Prepare the physical environment.

Courses of Action:

¹ Positions listed within square brackets are the titles of individuals who would likely fill that role under the Incident Command System (ICS).

² References to other annexes, such as this reference to see the *Reunification Annex* do not refer to other sample annexes available from the REMS TA Center, but are instead meant to illustrate the interconnectedness of a real plan. All sample annexes are fictional and represent fictional schools. These are for reference only and do not depict actual decisions made by collaborative planning teams. A true annex would reflect the unique characteristics and resources of a school and its school district.

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Prior to the start of the school year and updated prior to the start of each semester:

- Principal and Head Custodian collaborate with school resource officer (SRO) and Lakeside View County Police Department (LVCPD) and subsequently provide lockdown protocols, maps, floor plans, and contact information to LVCPD, Lakeside View County Emergency Management Department, and Lakeside View County Fire Department (LVCFD). [Note: Also, coordinate with LVC District Superintendent, and other Lakeside View Principals and Head Custodians to prevent duplication of efforts.]
- Principal, Head Custodian, Assistant Principal, and SRO review the site assessment for NMS to identify those sections of campus vulnerable in a lockdown (see *Site Assessment Appendix*) and take additional protective measures.
- Principal and school Secretary:
 - Post the lockdown notification script next to the PA system (see *Communications and Warning Annex*) and review with office staff. [Note: The bullhorn located in the top file drawer next to the PA system is designated as the secondary means of notification if the PA system is not operational or accessible during a lockdown.]
 - Review instructions with Classroom 19 (supporting students using American Sign Language [ASL]) and classroom 25 (supporting students with intellectual disabilities) to notify office immediately if unaccompanied students are out of class when lockdown is announced.
 - Prepare notes/scripts that teachers will use to describe lockdown procedures to students on opening day of school. These notes should be kept in teachers' classroom safety folders and also reviewed with students prior to any scheduled lockdown drill.
- Responsive Classroom Coach develops Morning Meeting protocol, by grade level, on addressing student questions about lockdown. The Assistant Principal will distribute it to teachers in the Welcome Back packet at the beginning of the year.

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- Assistant Principal and Head Custodian issue campus two-way radios for the Band Room and Garden Classroom, as the PA system is not functional in those rooms. Nightly cleaning will include a check that radios are in charging bases.
- Assistant Principal posts a lockdown checklist in all classrooms and common areas and ensures that a Classroom Safety Checklist is in each staff member's mailbox before opening day of school. For courses of action related to responding to an active shooter on campus, see *Active Shooter Annex*.
- Assistant Principal, School Nurse, and Head Custodian inventory and replenish emergency supplies that could be used in a lockdown, noting the following supplies, in particular: batteries, flashlights, water, emergency medical supplies, and duct tape. [See *Emergency Supplies and Go-Kits Appendix*.]

August pre-service training for all staff and support personnel:

- Principal, Assistant Principal, and Secretary assign roles and responsibilities, review lockdown locations and procedures for bus drivers, itinerant staff, regular volunteers, substitutes, and after-school/athletic program. The Assistant Principal will track personnel changes and update trainings for new employees throughout the year.
- School Psychologist provides review of Psychological First Aid (PFA). Principal will designate previously untrained staff to participate in district's professional development training on PFA, offered twice a year.
- Cafeteria Manager determines process for accessing food/water supplies during an extended lockdown, in collaboration with District Food Services Director.
- Principal and SRO train staff members to recognize and respond appropriately to a lockdown announcement. This training emphasizes special circumstances, including conducting a lockdown with students with disabilities or those with access and functional needs.

First full faculty meeting/convocation:

- Principal and all Department Chairs and/or Grade Level Leaders:
 - Review *Lockdown Annex* with staff.

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- Assign Incident Command System (ICS) positions and reinforce all lockdown procedures with staff (see ICS Chart in NMS Basic Emergency Plan).

First day of school:

- All teachers and staff members with room assignments complete Classroom Safety Checklist and return to Assistant Principal. Assistant Principal will make sure that all staff with room assignments and radio assignments are included, such as Librarian and Cafeteria manager, and Band Room and Garden Classroom.
- School Nurse:
 - Assesses needs of individuals with disabilities and those with access and functional needs and stores necessary supplies in the classrooms assigned to those students. [Note: Coordinate with Special Education Director and Nurse Leader.] [See *Public Health, Medical, and Mental Health Annex.*]
 - Identifies any medications that might be needed and provides corresponding teachers with plans on how these would be accessed in a classroom during lockdown. [Note: Coordinate with Special Education Director and Nurse Leader, and develop contingencies if medications cannot be accessed.]

Within first week of school:

- Assistant Principal, School Nurse, and Head Custodian review classroom safety checklist that each teacher completes on the first day of school to inventory “go bucket” supplies. The teachers submit the survey to the building safety liaison who processes the lists and, with the Secretary or Head Custodian, orders or acquires any missing supplies. For a list of the supplies in each bucket, see the *Emergency Supplies and Go-Kits Appendix*. Supplies should be stored in a visible or marked location in every classroom and other spaces used during a lockdown.
- Teachers, with assistance available from SRO, Assistant Principal, and Responsive Classroom Coach, educate students about lockdown procedures. Teachers will train students during a designated Morning Meeting (appropriate to age and cognition) to recognize and respond appropriately to a lockdown announcement. [Note: Use notes/script prepared by Principal and Responsive Classroom Coach in the summer.]

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Daily/Ongoing:

- All teachers and staff—under supervision of the Principal, Assistant Principal, Head Custodian, Secretary, and Cafeteria Manager—control access to campus by limiting and monitoring access points. [See *Security Annex*.] All visitors and vendors must:
 - Sign in at the lobby and be issued visitor badges;
 - Wear dated visitor stickers issued by lobby staff except district staff displaying district-issued identification; and
 - Have an appointment and be escorted by Clerical Assistant, Assistant Principal, or the teacher that has scheduled the visit.
- Any unaccompanied persons or persons without badges should be greeted with “May I help you?” and escorted to the lobby to sign in and receive a badge if appropriate. Anyone not cooperating with the Visitor Policy should be considered an intruder. [See *Security Annex*.]

Fall and Spring Open House:

- Assistant Principal addresses families on safety protocols to educate them about lockdown procedures in the auditorium before they leave to visit classrooms. Also reinforced in Student Handbook and in second edition of the school newsletter (*Nautical News*).
- The Principal follows up by sending a pre-emergency drill letter to families.

Third week of each semester:

- Principal and Assistant Principal schedule lockdown drills for all students and staff members.

Monthly—when drills are conducted:

- Classroom teachers check classroom emergency supplies and notify Assistant Principal of any missing, defective, or expired supplies. [Note: This is also done after an NMS Basic Emergency Plan is activated in response to a drill or actual event.]

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DURING a Lockdown

Goal: To take actions quickly within the school building in order to protect students and others from harm.

Objectives: Secure and account for all students, staff members, and visitors, and coordinate with law enforcement.

Courses of Action:

- Principal implements lockdown by announcing warning over PA system, using plain language (1 minute). [Note: See *Communications and Warning Annex*.]
- Secretary dials 9-1-1, if necessary³; notifies Central Office/Superintendent that lockdown is in progress (2 minutes).
- Principal establishes Incident Command Post and assigns incident management personnel, as needed, according to the ICS structure (5 minutes). [Note: See ICS Chart in NMS Basic Emergency Plan.]
- Security/Utilities Unit [security and custodians] secures perimeter of campus, locking gates and exterior doors, if it is safe to do so (10 minutes).
- Teachers and Hall monitors:
 - Clear hallways and any assigned adjacent areas not able to be secured, such as restrooms.
 - Direct all students, staff members, and visitors into classrooms and other rooms that can be secured.
 - Move everyone away from windows and doors and out of line of sight (1 minute).
- Teachers:
 - Lock all doors and windows, turn off lights and close window blinds of classrooms and use accountability checklist to account for students, staff members, and visitors in your area. [Note: Do not open doors unless ordered by

³ In some instances, law enforcement may notify that a lockdown is needed. For example, a crime may have occurred in the local community that necessitates these protective actions. Here, there would be no reason for 9-1-1 to be dialed.

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- law enforcement, and the person at the door is confirmed to be law enforcement.]
- Account for students, noting any missing students, visitors present, and additional students/staff members taking refuge in the room. [Note: See *Accounting for All Persons Annex.*] (2 minutes).
- Classroom 19 staff keep one bank of lights on so that staff and students can communicate via ASL (1 minute). [Note: Students in Classroom 19 are to maintain visual contact with staff to facilitate communications.]
- Classroom and Supervision Staff members, if not in classroom, direct students on playground and/or athletic field inside room 55 or girls/boys locker room, whichever is closest (5 minutes). [Note: If moving indoors is not possible, direct students to take cover and find concealment behind emergency container or handball court.]
- Physical Education (PE) teacher directs students in gymnasium or multipurpose room (MPR) into locker rooms if possible (3 minutes). [Note: Keep students away from doors, out of line of sight, with lights off.]
- STEM Teacher directs students in MPR, green room, or backstage area if possible (3 minutes). [Note: Keep students away from doors, out of line of sight, with lights off.]
- Cafeteria Manager directs students in outdoor lunch area into MPR or room 22 (3 minutes). [Note: Keep students away from doors and windows, out of line of sight, with lights off.]
- Security/Utilities Unit clears hallways, restrooms, and other areas that cannot be secured, and sweeps the campus for students and others known to be missing/unable to hear or understand lockdown announcement (10 minutes). [Note: Students in a restroom during a lockdown should, if at all possible, move into a stall, close the door, and get on top of the toilet if they cannot get to a classroom.]
- Operations Chief [Assistant Principal] uses Radio Channel 2 to account for everyone on campus by contacting each teacher (to account for their students) and staff member, and submits to the Incident Commander [Principal] the names and possible locations of known missing (5 minutes). [Note: See *Accounting for All Persons Annex.*]

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- All teachers/supervisory staff members maintain calm, supervise, and reassure all students until All Clear signal is given. [Note: Refer to plans for students with disabilities and others with access or functional needs.]
- Incident Commander uses Radio Channel 1 to consult and maintain communication with local law enforcement and emergency responders regarding further actions and/or possible modifications to lockdown (ongoing until All Clear signal is given). [Note: As needed, participate in Unified Command and modify lockdown to allow limited movement within campus or room by room campus evacuation plan (see *Evacuation Annex*).]
- Security/Utilities Unit deny ingress/egress to school campus and classrooms/secured areas, through the electronic locking system controlled in the main office, to all except first responders (ongoing until All Clear signal is given).
- Incident Commander responds to contingencies, in consultation with law enforcement and existing NMS Basic Emergency Plan annexes, in case the situation changes or the lockdown is prolonged (ongoing until All Clear signal is given). For example, a lockdown could transition to a shelter-in-place. [Note: Contingencies may include serving lunch, delivering medication, continuing the lockdown post-dismissal time, evacuating campus, and initiating a reunification.]
- Public Information Officer [Secretary] notifies and updates the school district and staff, as appropriate (2 minutes and ongoing). [Note: See *Communications and Warning Annex*.]
- Superintendent activates communication process to inform families, as appropriate (10 minutes and ongoing). [Note: See *Communications and Warning Annex*.]
- Security/Utilities Unit assess any additional hazards—fire, flooding, etc.—and notifies Operations Chief if additional concerns are identified (10 minutes and ongoing). [Note: See other applicable hazard/threat annexes as required.]
- Incident Commander initiates the “All Clear” action when she/he or law enforcement determines there is no longer a threat to the school (1 minute). [Note: See *Communications and Warning Annex*.]
- Bus Drivers and other District Transportation Staff in District Vehicles:

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- Notify Transportation Dispatch of number of students on board (if any) and that you cannot access campus (2 minutes);
 - Inform students of the plan to stay on bus for an extended period of time;
 - Report to Lakeside City Park SW corner parking lot or alternate location designated by LVCPD (5–10 minutes);
 - Calm and reassure students;
 - Notify Transportation Dispatch via vehicle radio when you arrive at park or alternate designated location (1 minute); and
 - Listen to Dispatch for further instructions/notification that lockdown is over.
- Transportation Dispatch uses radio to advise drivers that the lockdown is over and it is safe to proceed to school (or provide alternate instructions as determined by Safety Officer [PE teacher]/LVCPD) (2 minutes) and then coordinate debriefing session with all drivers.

AFTER a Lockdown

Goal: Restore a safe and healthy learning environment.

Objectives: Deploy resources to address and repair any damage to the physical environment; deploy resources to provide emotional support to those impacted by the event; and use evaluation process to modify and strengthen the annex(es) in preparation for the next event.

- Incident Commander transfers operational control back from ICS positions to regular day-to-day positions.
- Teachers and School Adjustment Counselor:
 - Assess the need for aftercare, counseling, or critical incident stress debriefing (CISD).
 - Conduct outreach to families, as appropriate.
 - Refer to PFA and CISD training for possible signs and symptoms.
 - Note: Provide special attention to vulnerable students (e.g., students with disabilities or those with access and functional needs or previous traumatic exposure).
 - These actions occur immediately following a lockdown and are ongoing, as needed. See *Public Health, Medical, and Mental Health Annex*.
- Principal, Assistant Principal, and SRO convene Safety Response Team and participate in hot wash of the incident with first responders immediately following the incident. [Note: The team applies recommendations generated from hot wash to improve emergency response actions.]

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- Head Custodian conducts site assessment, immediately following the event, to determine any damage and coordinates with District Director of Facilities to place work orders for repairs.
- Head Custodian and Principal request inspection from Lakeside View County building inspector immediately following the event if there are concerns about structural integrity of any portion of the building (i.e., damage to doors or windows). If needed, Principal coordinates with Superintendent's office regarding alternate locations to continue operations. [Note: See *Continuity of Operations (COOP) Annex*.]
- Principal and School Psychologist assess severity of the impact on students and the need for alternative scheduling, programming, or site location. This occurs immediately following a lockdown and is ongoing. [Note: Special attention should be given to any locations where fatalities or major or minor injuries may have taken place.] [See *Recovery Annex*.]
- Principal coordinates with Superintendent's Office to send communication to families, as soon as possible, summarizing the event and how it was resolved. Principal refers all media inquiries to Superintendent or district. [See *Communications and Warning Annex*.]
- Principal and Assistant Principal convene after-school meeting of all staff members to conduct a preliminary debriefing and allow for questions and answers. Secretary will take notes and note any questions or concerns. These notes will be made available to team members within 1 week.
- Assistant Principal sends brief online feedback request to all faculty and staff members to collect any additional feedback, collates feedback, and follows up with staff if necessary. This occurs within 1 day following the event.
- Head Custodian, School Nurse, and Cafeteria Manager conduct an inventory and replenish any emergency supplies used during the lockdown, within 2 days following the event. [Note: Coordinate with District Office regarding any financial impact.]
- Principal sends appropriate notifications to district officials, families, and community. [Note: This action may be ongoing and long term, depending on scope of the incident.]

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- Superintendent and Principal reach out to any organizations providing recovery support, on an ongoing basis and as needed.
- Administrator and Safety Response Team make adjustments to the NMS Basic Emergency Plan, based on an overall evaluation of the response, and re-train staff members or stakeholders, as needed.