

SAMPLE LOCKDOWN PROTOCOLS: Waldorf School's

SECURE THE BUILDING

CALL TO ACTIVATE: "SECURE THE BUILDING" (REPEATED 3x)

Exterior of building is locked down

Interior operation stays the same

Staff Awareness levels are raised

Front main access door is physically monitored

TYPE OF INCIDENT: Threat is near building or could be potentially near building

LOCKDOWN

CALL TO ACTIVATE: "WE ARE IN LOCKDOWN" (REPEATED 3x)

Classroom doors are closed and locked once hallway is cleared of individuals

Text your administrator missing/added students

Lights are turned off

Everyone is quiet and cell phones are turned off

Students are out of line of sight, spread out, and as low to the ground as possible

Avoid-Deny-Defend/Run Hide Fight are options to be considered during lockdown

Actual Lockdown is **only** called off by school staff or law enforcement opening your door

TYPE OF INCIDENT: Threat is inside building and causing harm

NOTES:

Only Classrooms with windows at street level or below will need to lie down unless situation dictates otherwise
Lockdown drills should never be a "frightening experience".

Drills should be 5-7 minutes in length with the goal of sustaining "quiet" for 5 minutes

All staff should be able to call a lockdown. Rotate who announces the drill amongst staff members

Drill schedule should be announced to parents to avoid conflicts with picking up/dropping off students
