

# Lockdown - Inside Threat

## Suggested Actions

*Drills shall be conducted in coordination with your local emergency management coordinator AND the county sheriff for the county OR chief of police OR fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief.*

- **Event:** Intruder, active shooter or threat inside of building
- **Authority to Initiate:** (1) Staff (2) Public (3) Law Enforcement (4) Fire (5) Emergency Manager

## Immediate Actions

- Activate notification system
- Call 9-1-1

## Protective Measures

- Outside activities are routed to a safe location away from the building
- Check halls and rest rooms for students
- Close and lock interior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance
- Activate signaling system (see suggestions document)
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee (see note below)

### NOTE:

Please see Suggestions and Guidelines document for additional information on conducting drills.

# Lockdown - Outside Threat

## Suggested Actions

*Drills shall be conducted in coordination with your local emergency management coordinator AND the county sheriff for the county OR chief of police OR fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief.*

- **Event:** Potential intruder, active shooter or threat outside of building
- **Authority to Initiate:** (1) Law Enforcement (2) Fire (3) Emergency Manager (4) Staff (5) Public

## Immediate Actions

- Activate notification system
- Call 9-1-1

## Protective Measures

- Check halls and rest rooms for students
- Close and lock exterior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance
- Activate signaling system (see suggestions document)
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee (see note below)

### NOTE:

Please see Suggestions and Guidelines document for additional information on conducting drills.

# Shelter in Place Suggested Actions

*Drills shall be conducted in coordination with your local emergency management coordinator AND the county sheriff for the county OR chief of police OR fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief.*

- **Event:** Hazardous material or chemical incident outside of building
- **Authority to Initiate:** (1) Fire (2) Law Enforcement (3) Emergency Manager (4) Staff (5) Public

## Immediate Actions

- Notification will come from emergency responder or administrator
- Activate notification system
- Call 9-1-1

## Protective Measures

- Individuals outside of the building should be relocated to a separate area away from other building population (isolated)
- Close and lock exterior doors and windows (**NO** entrance or exit)
- Shut down air handling system/HVAC
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee

### NOTE:

Please see Suggestions and Guidelines document for additional information on conducting drills.

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill  
(2 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_ (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: \_\_\_\_\_

Remarks: \_\_\_\_\_

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This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_.

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Signature of person conducting drill: \_\_\_\_\_

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_