

La Salle Crisis Plan: LOCKDOWN *last updated 3/18/11*

Objective: Provide a viable and simple plan to ensure the safety of La Salle students and staff if a crisis situation arises that warrants a lockdown.

Scope: The purpose of lockdowns is to keep personnel safely contained indoors, with buildings and classrooms secured, as opposed to an evacuation used to remove personnel from buildings. This plan describes crisis procedures for two different types of lockdowns: MODIFIED and EMERGENCY. A modified lockdown indicates trouble in the vicinity of the school; it calls for secured buildings but allows normal classroom activities within the confines of each room. The emergency lockdown implies an immediate threat, possibly within the building itself, and requires shelter-in-place in each classroom.

<p><u>MODIFIED LOCKDOWN</u> <i>continue classroom activities</i></p> <p>Modified lockdowns may be used to gather students and staff in controlled environments to share disturbing news or guard against an off-campus situation with potential to impact our school. It is announced by intercom, email, and/or phone as: “Excuse the interruption. Please initiate a modified lockdown.”</p>	<p><u>EMERGENCY LOCKDOWN</u> <i>take shelter within the classroom</i></p> <p>This emergency lockdown is to protect students and staff from an immediate on-campus danger, possibly within a building. It may be in the form of a dangerous intruder, natural disaster, chemical accident, etc. It is announced by intercom, email, and/or phone as: “Excuse the interruption. Please initiate an emergency lockdown.”</p>
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Lockdown Procedures

1. Detain all students in classrooms. Teachers and students are not to leave rooms for any reason.
2. Check hallways to provide shelter to all students. If students are in a passing period, at break or lunch, or out of assigned classrooms (bathroom, etc.), they are to enter the **nearest** classroom.
3. Close shades, blinds; blackout any windows in doors; lock all doors and windows.
4. Take roll. Be prepared to report attendance to the office via the phone when requested. Teachers missing students must notify the office immediately by phone.
5. Time schedules and set bells will not be followed during the lockdown.
6. Do not let anyone in or out of the classroom until an administrator announces over the intercom: **“This is (name of administrator). The lockdown is ended; please return to normal activities.”** If these specific words are not used by the self-identifying administrator, remain in lockdown status. After a valid announcement is made by an administrator, further instructions may follow.

<p><u>MODIFIED:</u> Keep students calm; continue teaching while following procedures above.</p>	<p><u>EMERGENCY:</u> Follow procedures above. <i>ALSO:</i> Turn off lights. Move students away from windows, doors, walls, and corners; have them shelter in place under tables and desks.</p>
IF OUTDOORS WHEN A LOCKDOWN IS CALLED:	
<p>If the class is meeting outside, the class is to return immediately to its assigned classroom then proceed with the lockdown. All other staff and students proceed immediately to the nearest building and classroom. If locked out of a building, proceed to Roy Hall and wait for an administrator to give instructions.</p>	<p><i>If a source of danger is recognized, move away from the threat as quickly as possible and seek shelter as far from it as possible. Watch for an administrator or emergency personnel to provide assistance.</i></p>