

High School & Middle School Staff Lockdown Drill Script

A lockdown takes place when there is a threat – or perceived threat – on or very near campus and it may be more safe for us to stay in a secured room. However, there may come a time during a lockdown when I might give you specific directions.

For example:

- I may ask you to help me barricade the door with desks and chairs to make sure a potential threat cannot get into our classroom. Listen to my directions.
- There could come a time during a lockdown when we need to evacuate immediately. I would give you an order, such as “get out of the building *now*...leave your stuff...get as far away from the school as possible.” Again, listen to my directions.
- There could come a time during a lockdown that the fire alarm goes off. That *does not* mean we would immediately evacuate the building because a threat might be waiting. Listen to my directions.
- There could be a circumstance when an intruder is in our room before we are able to lock the door, or an intruder breaks through the door. If we have *absolutely no other option*, we will:
 - ❖ Throw whatever we can at the intruder, yell, and run. The idea is to **use noise, movement, distance and distraction** to overcome the threat, allow us to evacuate, or make it more difficult for the threat to harm us.
 - ❖ We may also choose to swarm the intruder and overcome the person with our combined physical force. We will not just sit and become victims.
 - ❖ Again, these actions are *only* when there is *no other option* such as barricading or evacuating, and we are facing a life or death situation.
- A final step involves communicating with your families. In the event of an emergency, we will need your full attention. When it is safe to do so, we want you to be in touch with your families, but we need to send a consistent and clear message. *We do not want to send misinformation to your families.* We will provide you as much information as possible, as well as a message that you can send home.

Here are some other important things to remember:

- Because lockdowns occur when danger is present, we need a quiet classroom in order to avoid drawing attention to ourselves and to make sure we all know what our plan of action is.
- To be clear, a **lockDOWN** is when we lock all the *interior* doors, turn off the lights, and prepare for next steps like barricading or evacuating.
- A **lockOUT** is when we lock all the *outside* doors to all the buildings due to a possible threat near the school or in the neighborhood. Class continues as usual but we are all expected to stay inside the classroom. Sometimes we might be allowed to go from one class to another, but we cannot go outside.

The most important thing to remember is to be quiet, listen to me, and follow my directions.