

Response Protocol

Lockdown - Intruder

First observer to call 911 and alert appropriate staff

1. Give 911 operator your name, phone number and brief details
2. Tell 911 operator you need to put them on hold
3. Push “Office” button on phone to notify the office of situation
 - o a. if no response in the office, use the “Page” button to call for a Lockdown
 - o Use clear calm commands: “Secure your rooms, we are in lockdown.”
4. Continue with 911 operator

Incident Commander Role (Julie):

If in office:

1. Confirm event
2. 2. Turn on communication devices (Satellite phone and Walkie-Talkies)
3. 3. Initiate school lockdown protocol:
 - o Office staff calls 911 as directed
 - o Use the “Page” button to call for a Lockdown
 - o Use clear, calm, simple commands: “Teachers secure your rooms we are in lockdown.”
4. 4. Initiate emergency communication protocol if safe to do so:
5. a. Office staff calls SDCOE
6. b. Office staff ready for calls from classrooms
7. c. Office staff monitor internet for communication from classrooms
8. d. Test email to designated emergency sites, SDCOE, Police, etc.
9. 5. Collect list of visitors and vendors on campus
10. 6. Obtain the list of students with special needs/medical needs
11. 7. Account for these students as teacher accountability reports come in
12. 8. Provide list of injured and special needs/medical needs to law enforcement
13. 9. Telephone, cellular phone, email to SDCOE
14. 10. Give “All Clear” call when instructed by law enforcement or fire department
15. If out of office:
 1. Contact office as soon as safe and possible to make sure designated alternate Incident Commander (Lance) has taken control
 2. Try to get back to office if safe
 3. If unsafe:
 - a. Find the nearest room or safest escape route
 - b. Direct students and staff to safety
 - c. When no longer safe secure room or escape