

## **Woodside Elementary Lockdown Procedure**

A lockdown is the term generally given to any emergency situation where the building needs to be secure to protect students and prevent an intruder from entering or proceeding through the building. In all lockdown situations, students should be kept away from windows and doors. If there are gunshots, explosions etc. students should be directed to shelter themselves under their desks or lay flat on the floor.

### ***Critical elements of a lockdown:***

- ◆ **Students and staff report to assigned rooms.**
- ◆ **Doors are locked and not opened until you are notified the lockdown is over.**
- ◆ **Students and staff stay out of the line of sight.**

We will use the following procedure when there is a potential threat on campus and we want students to remain in classrooms. An announcement will be made over the intercom:

***“We have a Lockdown.” or “This is a Lockdown drill.”***

### ***Steps to follow in a Lockdown situation:***

1. The principal or office manager will report the information to the police (911) and Everett Public Schools’ Central office.
2. Immediately upon hearing the lockdown message, students will stop what they are doing, remain where they are and wait for directions from the adult in charge. Under no circumstance should a student leave the area.
3. Staff lock their classroom doors and remove students from the sight line of doors and windows. Teachers cover door windows, close blinds, etc. and turn off classroom lights.
4. Students and staff stay in their assigned room, remain quiet, and wait for further instructions.
5. No one is to leave a room under any circumstance until you are notified the lockdown is over. Students in restrooms or hallways are to go to the nearest classroom. Staff supervise students in their charge regardless if they are from another classroom. Designated staff members check bathrooms.
6. Staff will account for all the students in their room and note missing students. If it is safe, log in to Outlook, open “Lockdown” folder, use the subject line for quick message,

as needed provide details in your e-mail message. ***The Lockdown folder will be used to communicate information specific to the situation.***

7. The principal or designee will notify playground supervisors of lockdown procedure via walkie-talkie.
8. If students are on the playground, playground supervisors will use their whistle to notify students and move them into the closest building (A, B or C). The office will ring the bell and all staff members are to report to their classrooms to supervise their students.
9. You will be notified the lockdown is over by an announcement over the intercom.