LOCKDOWN
Locks, Lights, Out of Sight

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Lockdown is called when there is a threat or hazard inside a building. Lockdown uses room security actions to protect people from an immediate threat.

PUBLIC ADDRESS
The public address for Lockdown is: "Lockdown! Locks, Lights, Out of Sight!" and is repeated twice each time the public address is performed.

"Lockdown! Locks, Lights, Out of Sight!
Lockdown! Locks, Lights, Out of Sight!"

MASS NOTIFICATION
Where mass notification is used in lieu of public address, the message should be similar to "Lockdown! X Building. Locks, Lights, Out of Sight! There is an active shooter." Identify both the location and the nature of the threat.

ACTIONS
The Lockdown Protocol demands locking or barricading individual room doors or other access points, moving occupants out of line of sight of corridor windows, and maintaining silence.

There is no call to action to lock the building's exterior access points. Leave the perimeter as is.

Training reinforces the practice of not opening the classroom door once in Lockdown. No indication of occupancy should be revealed until first responders open the door.

If the location of the threat is apparent and people do not have the option to get behind a door, it is appropriate to self-evacuate away from the threat.

INCIDENT COMMAND SYSTEM
The Incident Command System should be initiated.

RESPONSIBILITY
The instructor or other staff member is responsible for implementing a Lockdown in their room. They should lock or barricade access points and facilitate moving occupants out of sight.

Determine if attendance has changed since the beginning of class, or otherwise try to quietly take account of students and others.

REPORTED BY
Lockdown is typically reported by students or staff to the safety personnel. Who then invokes, or instructs administration to invoke, the public address or mass notification. It may also be reported by local emergency dispatch.

Initiating the Lockdown may happen through various methods, or a combination of methods, depending on the procedures and alert systems utilized by each campus. Plan the communication method in advance to set expectations. Regardless of the method(s) of alert notification, the initiation of a Lockdown should be consistent, simple and swift, and include immediate notification of administration and local law enforcement.

PREPARATION
Identify room access points that can and should be locked. These may include doorways, windows, loading docks, and fire escape ladder access points.

Staff and students should be trained to not open the door until an administrator or first responder unlocks it.

People should be advised that a Lockdown may persist for several hours, and during an incident silence is essential.

DRILLS
Lockdown drills should be performed at least twice a year, or as mandated by the state, and should include full-time staff, adjuncts, contractors and students. If possible one of these drills should be performed with local law enforcement personnel participation. At a minimum, law enforcement participation in the drill should occur no less than once every two years. See the Lockdown Drills section.

CONTINGENCIES
Students and staff who are outside of a room during a Lockdown may be faced with the need to get out of sight without the benefit of an empty or open room.

In this situation students and staff must be trained to hide or evacuate themselves away from the building.

If, during a Lockdown, an intruder is actively attempting to enter a room that people are in, or an additional hazard manifests (i.e.: fire, flood or hazmat) then situational decisions must be made), evacuation to a non-usual location or by non-usual means (climbing out a window) may be required, or as a last resort preparing to defend the room or yourself may be necessary.

EXAMPLES OF LOCKDOWN CONDITIONS
The following are a few examples of when a school or emergency dispatch might call for a Lockdown.

- Intruder
- Dangerous and violent person
- Domestic issue
- Active assailant

RED CARD/GREEN CARD
Red Card/Green Cards should NOT be used for a Lockdown. Based on a number of tactical assessments, the overwhelming consensus is that this practice provides information to an assailant that there are potential targets in that room.