

2. EMERGENCY LOCK OUT (Person of Concern is Outside)

In an emergency lock out, we are trying to keep space between us and the Person of Concern (POC - bad guy). In an emergency lock out the POC is on the outside attempting to commit crimes or escape apprehension. An emergency lock out should be called if the following conditions exist:

- ❑ Dangerous POC is out of control and traveling toward or last seen near a school:
 - POC is suspected of being armed with a weapon or committing a heinous act.
 - POC is the respondent of a restraining order and the petitioner is one of our students, parents, or a staff member.
 - POC is suicidal.

CAMPUS INCIDENT COMMANDER

- ❑ Notify the Public Safety Office of your need for an exterior lock out via your emergency radio and carry it with you at all times (see emergency radio section in this handbook).
- ❑ Determine the need for an emergency lock out based on the threat of harm to students and staff:
 - Incident is out of control and escalating.
 - External incident is contained but staff and students who are unaware of the situation could walk into the threat.
 - External incident is contained but the crime scene could be observed or contaminated by uninvolved persons.
 - Security office calls via the emergency radio and orders an emergency lock out.
- ❑ Call for an emergency lock out on the school public address system, "**This is an emergency lock out.**"
 - If you are calling a lock out drill use the exact words "**this is a lock out drill.**"
- ❑ Determine if any side/wing of your building is at risk of attack. Secure those portions of your building as off limits.
- ❑ Once an emergency lock out is called, do not clear the emergency lock out until ordered to do so by the Public Safety Office via the emergency radio. Notify the Public Safety Office via the emergency radio, if ordered to clear your emergency lock out by on-scene law enforcement. The school administrator will give the all clear signal only after verifying with the Public Safety Office or responding law enforcement agency. The school administrator who called the first signal will also call the all clear. The signal for an all clear will be the exact words of "**All Clear.**"
- ❑ Any deviation in the exact wording should be interpreted as a signal that the administrator is under duress and has been taken hostage."
 - Example of an all clear: "This is Mrs. Jones we are All Clear... All Clear. Thank you for a great job on the lock out..."
 - Example of a hostage situation: This is Mrs. Jones everything is fine I have been asked to have you all assemble in the cafeteria..."

TEACHERS

- ❑ Teachers should bring all students into the classroom and continue the educational process
- ❑ If possible close drapes.
 - If drapes or window coverings are not available, it is recommended that teachers gather students into an area that affords the maximum protection and concealment from windows.
- ❑ Students in gymnasiums and other specialty areas should lock out in their current locations.
- ❑ Students on recess should lockout in the gym.
- ❑ If possible classroom teachers should go to the location of their students.
- ❑ Take roll to make sure all students are present.
 - If possible, report missing students to the office via intercom or phone.
- ❑ Teachers can be given suspect information and descriptions.
- ❑ Do not allow students to leave the room until you are notified if any areas of the building will be considered off limits.

EMERGENCY PROCEDURES HANDBOOK

- ❑ The custodian, principal and assigned staff should lock and monitor all exterior doors.
- ❑ Be prepared to lock all the interior doors if a full lock in is ordered.
- ❑ Wait for further directions from law enforcement, or the campus incident commander.

TEACHERS IN PORTABLES

- ❑ Teachers should bring all students into their portables and wait for further instructions.
- ❑ If possible close drapes.
 - If drapes or window coverings are not available, it is recommended that teachers gather students into an area that affords the maximum protection and concealment from windows.
- ❑ Take roll to make sure all students are present.
- ❑ If possible report missing students or unusual circumstances to the office via intercom or phone which could include:
 - Medical situations including but not limited to medications stored in the main building, injuries and unusual reactions to stress (diabetic).
 - Urgent and immediate need for restroom access.
- ❑ The teacher will be notified if they will be moved to the main building.
 - Students can be moved to the main building or another campus if they can be moved safely by law enforcement or security officers.
 - Students will be moved for the following reasons
 - The dangerous situation is in close proximity or likely to occur near the portable.
 - The time span of the situation is likely to last longer than that would be tolerable by students and staff, i.e. restroom and food breaks are needed.
- ❑ Wait for further directions from law enforcement, or the campus incident commander.