

Critical elements of an emergency classroom lockdown plan

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Most schools have emergency procedures in place to keep children safe in the event of tornadoes, earthquakes, fires and other natural disasters, as well as bomb threats and hazardous material spills. However, terrorist attacks and hostile intruder situations have emerged as serious threats to school safety. These threats may require an emergency lockdown or shelter-in-place procedures, which are the opposite of a facility evacuation.

An emergency lockdown of a building or group of buildings secures and protects its occupants from an immediate threat. By controlling entryways and exits, as well as movement within a facility, authorized safety personnel are better able to contain and handle any threats.

National standards for school lockdown procedures are beginning to emerge. But the responsibility of developing a lockdown policy continues to lie with individual facility administrators. By design, an emergency lockdown procedure ensures that all internal and external doors and windows are locked or secured. Occupants inside the building(s) remain inside their secured rooms and await an “all clear” from emergency personnel.

Training

The most effective lockdown procedures include regular training for faculty, staff and students. Teachers and staff members often are the initial responders to an emergency. Yet, few initial responders are trained properly to respond. Training aspects may include:

- Lockdown drills conducted annually
- School maps distributed to responders
- Inventories of classroom emergency equipment

Communication

Effective emergency management plans rely on communication methods that can distribute emergency instructions quickly and widely during a crisis. Public address systems, messaging via networked computers, electronic signage, and other devices can alert everyone to a dangerous condition and that an emergency lockdown must be performed. The notification system(s) should alert all areas of the building, campus or district, including remote buildings and outside areas.

Action

To implement a lockdown in case of a hostile intruder, basic procedures should include the following:

- Lock all doors
- Close all windows and window treatments
- Remain low to the ground and away from windows and doors
- Turn off lights
- Move out of hallways and open spaces, if safe to do so
- Return indoors, if safe to do so
- Remain calm
- Await the “all clear” signal before releasing anyone from the room

Grade your security system

Allegion can help you assess your security systems through an onsite security and safety audit. This audit will identify your security strengths and weaknesses. We can recommend improvements and basic upgrades to your security system at a reasonable cost. We can also recommend more advanced and/or long term plans for a fully integrated or networked security system. There are also a host of everyday actions you can take right now to get your procedures and systems where they need to be. Some low or no cost actions you can take right away include:

- Equipping classroom and common area doors with locking devices that allow the doors to be secured from inside the room
- Installing a reliable security and emergency warning system
- Establishing district-wide communications capabilities
- Creating a central monitoring station to receive lockdown signals and to notify authorities

Learn more about school security solutions

For more information [click here](#), or please contact a professional security consultant in your area by calling **888.758.9823** or fill out the **Contact Us** form on our website at allegion.com.

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