

3 – EMERGENCY LOCK IN (Person of Interest is Inside or Extremely Close)

In an emergency lock in, we are locking ourselves in our current location. We are trying to get and keep space between us and the person(s) of concern (POC - bad guy). In a lock in, the POC is usually on the inside attempting to commit crimes. However, an emergency lock in can be called if the POC is outside and close enough that movement within the building could be dangerous.

INCIDENT COMMANDER

- ❑ Notify the Public Safety Office of your need for an emergency lock in 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 in based on the threat of harm to students and staff.
 - Incident is out of control and escalating.
 - Incident is contained but staff and students who are unaware of the situation could walk into the threat.
 - Incident is contained but the crime scene could be observed or contaminated by uninvolved persons.
 - Public Safety Office calls via the emergency radio and orders an emergency lock in.
- ❑ Call for an emergency lock in on the school public address system, "**This is an emergency lock in.**"
 - **Give a complete description of the POC including name(s) if known.**
 - **Give a complete description of the situation.**
 - If you are calling a lock in drill use the exact words **“this is a lock in drill.”**
- ❑ Once an emergency lock in is called do not clear the emergency lock in until ordered to do so by the Public Safety Office via the emergency radio. Notify the security office via the emergency radio, if ordered to clear your emergency lock in by on scene law enforcement. The school administrator will give the all clear signal only after verifying with the Security 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 our lock in...”
 - Example of a hostage situation: This is Mrs. Jones everything is fine I have been asked to have you all assemble in the cafeteria...”
- ❑ Only after the lock in has achieved success should a roll call be activated. Calling roll during the lock in could reveal students and staff to the POC.

TEACHERS

- ❑ Teachers should bring all students into the classroom and wait for further instructions.
- ❑ It is recommended that teachers gather students into an area that affords the maximum protection and concealment from windows and doors.
- ❑ Some of our schools do not provide lockable classrooms. Therefore entire wings need to be locked to segregate themselves from the bad guy. In some schools it would be appropriate to place large numbers of students in the gyms and cafeterias where they could lock themselves in for protection from the bad guy.
- ❑ Students in PE and other specialty areas should lock in, in their locations.
- ❑ Students on recess should lock in, in the gym or move to an approved evacuation point.
- ❑ If possible the classroom teacher should gather as many students as possible into their protection. It unimportant which class a student belongs in as long as they are safely secured.
- ❑ Do not send carriers into the halls.

EMERGENCY PROCEDURES HANDBOOK

- ❑ If possible close drapes
- ❑ Do not allow students to leave the room
- ❑ If possible the teachers, custodians and principal should lock all doors that will provide them further protection.
- ❑ Wait for further directions

TEACHERS IN PORTABLES

- ❑ If the POC is located in the main building and not in the portable, teachers should bring all students into to the portable and wait for further instructions.
- ❑ If possible the portable classroom teacher should gather as many students as possible into their protection. It is unimportant which class a student belongs in as long as they are safely secured.
 - It is recommended that teachers gather students into an area that affords the maximum protection and concealment from windows.
 - Do not send carriers out of the portable
 - If possible close drapes
 - Do not allow students to leave the room
 - If possible the teacher should lock all doors
- ❑ If the POC is in the portable leave the portable immediately and seek shelter in the main building and notify staff of the situation and your new location.
 - If possible take roll to make sure all students are present
 - Follow instructions for an emergency lock in, in the main building

Crisis Evacuation

- ❑ If the POC breaches your secure area it may be necessary to run from your current location and scatter to reduce your target potential. This may be the only way to save life and reduce injury. Once you have distanced yourself from the POC you can then begin the process of gathering back together.
- ❑ If it is necessary to conduct a crisis evacuation where you run to is unimportant as long as it is away from your attacker.
- ❑ It is not necessary to preplan a running route or where you will gather as this would likely become another preplanned point of attack.
- ❑ Speed and distance are of the utmost importance when confronted directly by an attacker. Ingenuity and boldness could make the difference between success and failure.
- ❑ It should be understood that crisis evacuation is a last resort effort that is utilized if previously utilized Lock Out/In procedures are inappropriate or have failed to render you and others safe.
- ❑ The decision to conduct a crisis evacuation will be up to individual staff members at the time of the security breach or anticipated security breach.
- ❑ Crisis evacuations should **not** be drilled or widely publicized.