



Bursar Academy Lockdown Procedures

1. Lockdown with Warning Procedures (Soft Lockdown)

- The following procedures should be followed when the threat is outside of the school building:
- Administrator orders and announces “lockdown with warning.” Be direct. DO NOT USE CODES. This announcement should be repeated several times.
- **Important:**
 - Special attention should be paid to classes that are outside of the school building, such as playgrounds and ball fields.
 - Teachers must be able to hear the lockdown announcement.
 - An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows using the school blinds.
- Move all persons away from the windows.
- Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room. Phones can be used to communicate on a low volume.
 - Teachers should take this list with them once they are directed to leave the classroom.
- Control all movement, but continue classes if possible. Disable bells. Move on announcement only.
- Once the threat has subsided, the building administrator announces “all clear.”

2. Lockdown with Intruder Procedures (Hard Lockdown)

The following procedures should be followed when the threat or intruder is inside of the school building:

- Administrator orders and announces “lockdown with intruder.” Be direct. DO NOT USE CODES. This announcement should be repeated several times.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space. Teachers should lock their own classrooms.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site.

- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Take attendance of students in each classroom.
- Teachers should prepare a list of missing and extra students in the room. Phones can be used to communicate on a low volume.
- Teachers should prepare to take this list with them once they are directed to leave the classroom.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator announces “all clear.”

Lockdown Prior to School Starting Procedures

- Staff gathers all students in the hallways into their classrooms or other rooms.
- Preschool activities leaders gather students and report attendance. Take children to the nearest lockable classroom.
- Administration/ Safeguarding Team check the hallways and exterior of the building.
- Staff takes attendance of students in their room.
- At “all clear,” students report to their homeroom or first class to take attendance.

Lockdown During After School Activities Procedures

- Event leaders gather students and take attendance.
- Administration/ Safeguarding Team checks the hallways and other rooms. Take/keep children into a lockable room.

Note: Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.