



Emergency Response and Crisis Management Quick Reference: LOCKDOWN

In a serious emergency, administrators must decide how best to manage the situation to protect students and staff. This document is intended to provide an overview of lockdown, and clarify emergency response procedures as identified in the CRY-ROP safety plan. CRY-ROP has an emergency team responsible for handling emergencies and crisis within the campus locations at 1214, 1218, and 1226 Indiana Court, Redlands CA.

Lockdown Definition- Lockdown is initiated to isolate students and staff inside the campus from potential dangers or threats outside or inside the campus. Lockdown is called when a law enforcement event is happening in the vicinity of the campus, or on the campus. The law enforcement agency generally, but not always, contacts the campus to encourage lockdown as a precaution; however, any CRY-ROP Administrator may call for a lockdown. Administrators are expected to place the campus in lockdown to keep students and staff confined while law enforcement reviews or handles the situation. A lockdown involves the clearing of all public areas of students and staff, and securing them behind locked doors.

Lockdown Levels and Checklist

High Alert Lockdown- Threat is inside or very close to the campus.

- ✓ Administration will alert the lockdown by announcement delivered over the phone system and radio system. The message for a lockdown is, **“INITIATE A LOCKDOWN. INITIATE A LOCKDOWN. THIS IS NOT A DRILL. BRING ALL STUDENTS, STAFF AND VISITORS INSIDE.”** This message will be repeated twice.
- ✓ Administrators and staff lock all exterior doors.
- ✓ Teachers and staff lock classroom and work area doors, and turn off all lights.
- ✓ Staff and teachers take attendance and to account for all students, employees and guests.
 - Email the attendance to the management distribution list.
- ✓ No person is allowed to enter or leave the buildings.
- ✓ Staff and students are down, quiet, and out of sight. Cell phones must be silenced.
- ✓ Do not evacuate until directed by an announcement delivered over the phone system and radio system.
- ✓ Do not call other offices. Phone systems need to remain clear.
- ✓ Do not open the door, even if someone knocks.

Modified Lockdown- Threat is definitely away from the campus.

- ✓ Administration will alert the modified lockdown by announcement delivered over the phone system and radio system. The message for a modified lockdown is, **“INITIATE A MODIFIED LOCKDOWN. SECURE ALL OUTSIDE DOORS”** This message will be repeated twice.
- ✓ Follow all procedures for High Alert Lockdown, except:
 - Interior doors **do not** need to be locked.
 - Campus business and classroom activities continue as normal.

The all clear signal is **“THE LOCKDOWN HAS BEEN CANCELLED. THE CANCELLATION IS AUTHORIZED BY THE SUPERINTENDENT.”** This message will be repeated twice. It is important that this cancellation code is used.