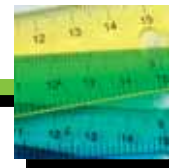


# *SFUSD Intruder on Campus/School*

## *Lockdown Drill*



Below is a suggested check list to employ in a school-wide lockdown drill informing school staff in advance of a lockdown procedure is imperative if the lock down is to be successful.

- Review drill procedures and scenario with staff prior to drill.
- Inform parents/caregivers prior to the drill via letters home/auto dialer, School Loop, etc.
- Inform students of the plan to conduct a drill.
- Administrator announces “Lockdown” or a previously agreed upon code word meaning the equivalent via the intercom, such as “staff secure your rooms.”
- Staff and students initiate lockdown procedures.
- During the drill, administrators and campus security roam the building during the lockdown to ensure that the following procedures are followed:
  - Students and staff are inside of the appropriate room/classroom
  - Doors are closed and locked
  - Windows are closed and locked
  - Drapes and curtains are closed
  - Hang signs (red and green cards) on doors/windows. Red cards are being used to indicate students requiring medical attention.
  - Students are quiet and in “safe places” in classrooms/rooms.
  - If possible, students are not visible from windows
  - Lights and computer monitors are turned off
  - Roll call of students and staff
  - Rooms designated for people to go to during a drill
  - Staff designated to call 911 and the Assistant Superintendent/Lead
- Administrator lifts the lockdown via the intercom.
- CRT convenes to review and assess drill and procedures, and determine if further training is needed for students and staff.