

Lockdown - Outside Threat

Suggested Actions

Drills shall be conducted in coordination with your local emergency management coordinator AND the county sheriff for the county OR chief of police OR fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief.

- **Event:** Potential intruder, active shooter or threat outside of building
- **Authority to Initiate:** (1) Law Enforcement (2) Fire (3) Emergency Manager (4) Staff (5) Public

Immediate Actions

- Activate notification system
- Call 9-1-1

Protective Measures

- Check halls and rest rooms for students
- Close and lock exterior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance
- Activate signaling system (see suggestions document)
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee (see note below)

NOTE:

Please see [Suggestions and Guidelines](#) document for additional information on conducting drills.