

LOCKDOWN PROCEDURE

A NOTE TO PARENTS

Our District is committed to the safety and welfare of students and staff. If an emergency situation occurs in or near a school that threatens student safety, the school may initiate what is called a "Lockdown". Simply stated, during a lockdown all windows and doors are locked, all students and staff remain in their classrooms, (no one is permitted to enter or leave the school until advised by local authorities).

Examples of situations that may require a "Lockdown":

- Policy activity or safety hazard in the area (as advised by police or fire departments). Examples would include a suspicious person in the area, hazardous material mishap, etc.
- Potentially dangerous intruder or person with a weapon
- Gunfire (either inside the building or on the premises)

Statistically, the last two are the least likely to occur while the first, police or fire department activity, may be more frequent. However, we feel it is prudent to have a procedure in place should the situation warrant keeping your children at school. While some of these measures may seem extreme, they are an effective way to keep your child safe.

During a lockdown, parents are asked to remain calm as local authorities resolve the situation. If the lockdown is expected to last beyond normal dismissal time, the District will make every attempt to keep parents informed and post information on the District and school website via the local media where appropriate. Please keep in mind that you will not be able to pick up your child while the lockdown remains in effect. This is for your safety and the safety of your child.

Once the lockdown has been lifted by local authorities, you may be required to pick your child up at the school. Information will either be given to parents by phone, posting on our website, and/or broadcast by the local media. You will be required to show proper identification and sign your child out when you arrive at the school. Whenever possible, our Transportation Department will attempt to provide bus transport on your child's regular route.

Please note that a variation to a Lockdown is a Shelter-In Place which means the building would be secured and outside activity limited- classes would continue as normal. The District would use this procedure in less serious situations in which the goal would be to keep students safe at school but parents would be allowed to pick them up.

During the school year, all schools in our district will perform at least one lockdown drill to familiarize the students and staff with proper procedures. Please note that the lockdown drills are only part of our comprehensive District Emergency/ Safety Plan. Each school has Safety Plans tailored to their needs that include checklists for over 15 common situations (fire, lockdown, tornadoes, etc.) these plans are available for your review at our District Office. Please contact Linda Miller at 719-347-2766 if you would like to review them or you may contact your school's principal with any specific questions or concerns about the school's plan.

Keeping our kids safe is our first and foremost priority!

References:

Emergency Response Planning for Schools, Douglas Henderson, FSA, CBCP, www.rothstein.com/articles/erschools

NYS Homeland Security System for Schools, revised April 2003, Richard P. Mills, President USNY and James W. McMahon, Superintendent NYS Police Dept.

School Safety Overview, San Diego Unified School District, www.sandi.net

Safe Schools Project, June 2005, United States Internet Crime Task Force