

Lockdowns

Otsego Public Schools has two different types of lockdowns depending on the situation prompting this action. Please know that your child's safety is our first priority and all of our actions keep our students' safety at the forefront. You will be notified through Infinite Campus' alert system if a lockdown is warranted. You will also be updated, if necessary/possible, during the lockdown and alerted when the lockdown has been lifted. Be sure that your contact information is up to date in Infinite Campus in order to receive these messages.

Lockdowns happen for a variety of reasons and it is important to remember that many of them are due to outside situations that do not involve or impact the school or are a threat to our school or students. Often, it is a precautionary measure to keep our students and staff away from a situation taking place that is being handled by other officials.

Types of Lockdowns

There are two different types of lockdowns: Exterior and Interior.

Exterior Lockdown: An exterior lockdown takes place when a threat potentially exists outside the building (including hazardous materials release.) In this situation, all outside doors are locked, no one is allowed in or out of the building but school will proceed as normal inside.

Interior Lockdown: An interior lockdown takes place when there is a potential threat within the building. Students will be directed to take shelter within the building until the threat clears.

Things to think about:

- It is very easy to become panicked when a school goes into lockdown. Please don't panic. As adults, we want to keep the situation calm for our students.
- When we are in a lockdown, no one will be allowed in or out of the building. Please do not come to the school to take your child out of school.
- In times of lockdowns, our office assistants and administrators are often busy on the phones with outside officials learning more about the situation and getting directions on how to proceed. Please do not call the school unless absolutely necessary as not to tie up the phone lines. It's imperative that law enforcement officials are able to get through.
- Please note that in a police matter, it is not the place of the school district to release details of the event. We will do our best to give a brief description for why a lockdown is taking place, but, due to the investigative process, might not be able to release very many details. We appreciate your patience and

understanding.

- There are a variety of reasons for a lockdown. Many of them take place because of incidents that do not involve the school directly and are not threatening to the school or students; however, there might be an emergency situation or police incident near the school and officials want to be sure our students and staff stay inside the building as not to hinder or interfere with their jobs.
- Please be aware that some students might be sharing that we are in lockdown and the reasons they believe led to the lockdown before you hear about it from the school. Word can travel fast with technology, where the school needs to take many things into consideration before sending out a communication to our staff and parents. We will communicate what we can with you and will provide an official word of what is taking place. Rumors and theories can run rampant in situations such as these. Stay near your phone/email to receive the official correspondence from the District.
- We will alert you when a lockdown takes place and when it is clear. See procedures below for what might happen if a lockdown is taking place at various times of the day.

What happens when:

A lockdown takes place at the end of the day.

- If a lockdown takes place at the end of the day, we will keep students inside the buildings and halt the buses until we are given the all-clear. If you are in your car waiting for your child, he/she will not be dismissed until the situation is clear. You are welcome to wait in your car or clear the premises and return after receiving the all-clear message.

A lockdown takes place during a mid-day pick-up time.

- If you are already inside the building waiting to pick up your child, you may be asked to wait in a separate area until we receive word that it is okay for you and your child to leave. This is to keep you and your child safe and to follow the wishes of outside officials.