NEW HAVEN PUBLIC SCHOOLS

School Lockdown

When a full lockdown is announced via the PA system by the Principal or designee, the school is locked and internal rooms are locked and everyone moves to the designated corner or safe area within the room. When a partial lockdown is announced by the Principal or designee, the school is locked, and movement inside is restricted, but instruction may continue. All doors (internal and external) will be locked, and no one will be permitted to enter or leave a room or the building during a lockdown.

LOCKDOWN PROCEDURE

In the event of a crisis which threatens physical safety, and emergency "Lockdown" will be announced over the PA system. At this announcement the following will occur:

Teachers are to look in the hall before shutting their door and direct any students that may be passing in the hall (or in the bathroom if next door) to come into the closest classroom. Please note, if a student is using the bathroom when the Lockdown is called and can't get out fast enough, they should take refuge in a locked bathroom stall.

Teachers are to keep classroom doors locked and not allow students to leave for any reason, and lights should be turned off.

Teachers with a prep period should stay where they are.

Teachers should know where all students are (if not in the room).

Students will sit up against the wall next to the hall. Out of view from windows.

Do not answer the door or phone.

Stay quiet.

Students may not use their cell phones including when they are outside.

If "LOCKDOWN" is announced during transition time students who are in the hall should enter the nearest room. This also goes for students in the hall at any time.

LIVEWORKSHEETS

If "LOCKDOWN" is announced during a lunch wave, students on the Senior side of the cafe will enter the kitchen, students on the Freshman side will exit the emergency only door and head up into the Library. Students in the courtyard will go to the custodial office.

If "LOCKDOWN" is announced and teachers and students are outside, teachers will bring students to hide behind the equipment container, adjacent the athletic facility, and if possible, use the key to enter into and hide in the equipment container.

Teachers need to cover the entire window on the door with some fully covering secure material.

When the emergency is over or canceled, the announcement will be made by the same person who announced LOCKDOWN by saying "ALL CLEAR" or if Police come to the room and tell you to evacuate.

Answer questions about the lockdown procedure in case of emergency.

1. Who announces the school lockdown? _____.
2. Internal rooms are _____.
3. Everyone moves to the designated corner or _____ within the room.
4. All doors (internal and external) will be _____.
5. No one will be _____ to enter or leave a room or the building during a lockdown.
6. Teachers are to look in the hall before shutting their _____ and direct any students that may be passing in the hall (or in the bathroom if next door) to come into the _____ classroom.
7. If a student is using the bathroom they should take _____in a locked bathroom stall.
8. Teachers are to keep classroom doors locked and not allow students to _____ for any reason, and lights should be turned _____.

LIVEWORKSHEETS

9. Teachers with a prep period should _____ where they are.

10. Teachers should know _____all students are (if not in the room).

11. Students will _____ against the wall next to the hall. Out of view from windows.

12. Do not _____ the door or phone.

13. Stay _____.

14. Students may not use their _____ including when they are outside.

15. If "LOCKDOWN" is announced during transition time students who are in the hall should enter the _____ room. This also goes for students in the hall at any time.

16. If "LOCKDOWN" is announced during a lunch wave, students on the Senior side of the café will enter the _____.

17. Students on the Freshman side will exit the emergency only door and head up into the _____.

18. Students in the courtyard will go to the custodial _____.

19. If "LOCKDOWN" is announced and teachers and students are outside, teachers will bring students to hide behind the equipment container, adjacent the athletic facility, and if possible, use the key to enter and hide in the equipment _____.

20. Teachers need to cover the entire window on the _____with some fully covering secure material.

21. When the emergency is over or canceled, the announcement will be made by the same person who announced LOCKDOWN by saying _____ or if Police come to the room and tell you to evacuate.

LIVEWORKSHEETS