

CRISIS REALITY TRAINING

“Staff, This is a Lockdown!” Planning For and Surviving the Active Killer Event



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Lockdown Drill Evaluation Form

Name of School Drilled: _____

Date of Drill: _____ **Time:** _____

Drill Occurred: Before School, During Class, Passing Period, Lunch, End of School
(Circle one.)

Type of Drill: Lockdown, Modified Lockdown, Evacuation
(Circle one.)

Procedure:

Comments:

Announcement of the drill could be heard clearly throughout all parts of the building. Instructions to staff members and students were precise and appropriate. (lockdown & evacuation drills)	
Phones were redirected for auto-answer capabilities. (full lockdown only; not required for modified lockdown drills)	
School buses in route to the school implementing the lockdown took their students to another predetermined location(s). (lockdown & evacuation drills)	
Passengers (students and student transporters) of school buses that had already arrived at the lockdown school participated in the lockdown. (lockdown drills)	
Teachers entered the hallway to gather students and visitors from surrounding areas, and then locked their doors. (lockdown drills)	
<u>OR</u> staff, students, and visitors calmly and quickly left the school building and walked to the predetermined safe location. (evacuation drills)	
Staff and students were able to find their way to the predetermined evacuation rally point(s). (evacuation drills)	
School buses were staged at the evacuation rally point(s) to transport the evacuated staff and students to the Secondary Evacuation	

Rally Point(s) (SERP). (lockdown drills)	
Bathrooms were checked by nearby staff members. (Students were not assigned this duty.) (lockdown & evacuation drills)	
Building exits were locked by nearby staff members. (This duty was pre-assigned.) (lockdown drills)	
All doors to rooms that were occupied (classrooms, labs, library, cafeteria, etc.) were locked. (lockdown drills)	
All windows were covered and lockdown signs were posted in conspicuous locations. (lockdown drills)	
Students were calm and quiet, understood their responsibilities, followed directions, and remained in the proper position/location until completion of the drill. (lockdown & evacuation drills)	
Students received feedback in a post-drill P.A. announcement. (lockdown & evacuation drills)	

Evaluator/Monitor Name: _____
(Circle one.)

Position: _____

Planned Date of Next Drill: _____ **Time of Next Drill:** _____

Drill to Occur: Before School, During Class, Passing Period, Lunch, End of School
(Circle one.)

Type of Next Drill Planned: Lockdown, Modified Lockdown, Evacuation
(Circle one.)

Purpose & Definitions

PURPOSE

The purpose of a lockdown is to secure staff, students, and visitors into the nearest secured facility and minimize their exposure to a potential threat and/or to allow them other survivable options such as evacuation, hiding, running, crawling, playing dead, speaking or fighting for their life if necessary, during a potentially lethal threat situation. The lockdown plan, when implemented, serves to minimize the risk of injury or death to students, staff, faculty and any visitors who are on campus at the time of the threat.

The following events are just some examples of when a lockdown might be activated:

- Active Killer event
- Police in the area looking for a violent offender
- A violent crime occurs near the school
- Reported use of a weapon in the workplace
- Threats to staff or property

LOCKDOWN DEFINITION

A Lockdown is a pre-set and rehearsed crisis response plan implemented by a school and usually activated once there is an actual or perceived threat of harm to that institution's students, staff, faculty and/or visitors. This plan requires the participation of all employees on the institution's property to implement the plan in order to mitigate the risk of injury or loss of life to those affected by the threat.

MODIFIED LOCKDOWN

A modified lockdown can be utilized when the threat is known to be outside the workplace building and incorporates the same implementation procedures as a lockdown. The difference is that building occupants may walk around the interior of the building and continue their day to day operations except that no one may enter or exit the affected building.

EVACUATION

Evacuation plans are very important to have as part of the lockdown plan as extreme acts of violence in buildings leads potential victims to either lockdown or evacuate depending on how close they are to the threat at the time. This school's evacuation plans should be followed during an Active Killer event when safe to do so if locking down is not a viable and safe option.

P.A. SYSTEM

This school's Public Address system requires that a person be present to announce implementation of the lockdown plan. If a lockdown is implemented on this school you will hear the following announcement: **"Staff, this is a lockdown. Initiate your lockdown procedures immediately. Be advised that law enforcement has been notified. If you are a visitor outside the building, please leave the property immediately, and call 911."**

An update announcement may sound as follows:

"Staff, this lockdown incident is now secure. The buildings are now secure but please stay in your rooms pending an all-clear notification."

An all clear announcement may sound as follows:

"Staff, this lockdown is now all-clear. I repeat, this lockdown is all-clear. Please take a roll call of all students in your custody and route that information to the main office via set protocols. An

announcement will be made shortly to provide staff and students with an update on this incident. Thank you and congratulations to everyone for doing such a great job on implementing our lock down plan.”

Lockdown, Evacuation and Survival Tactics

L.E.A.S.T.

In the event a lockdown plan is announced at this school, students and staff will attempt to safely complete the following procedures:

- Step out of your work area and gather any non-threatening students, staff and visitors into a room that can be locked
- Once inside the room, lock it
- If there are windows on the door cover them so an intruder may not see inside your room
- Cover wall windows if able
- Lights can be on or off, your choice
- Squat, kneel or lie down on the door wall side of the room
- Keep very quiet
- Turn cell phones off or place on vibrate
- If possible to do so safely, only have one person call 911 on a cell phone or land line. (It is important to keep others off of their cell phones during the incident as the local cell towers can be overloaded due to volume of cell phone usage and could interfere with the ability for First Responders to communicate with each other)
- If law enforcement advises you they are coming into your room keep your hands visible at all times and get on the ground
- Provide suspect information if able to do so when contacted by law enforcement

Should you find yourself in a situation where you are near the Active Killer you should examine implementing one of the following survival tactics:

Evacuation/Running

Running away from the suspect as quickly as possible using whatever obstacles you can to avoid being hit by any gunfire.

The Power of Your Voice!

Warn others of impending danger as you run so that others may also start taking evasive and survival actions. Yell out what has happened and where the danger is. If trapped by the suspect and the threat is NOT lethal, attempt to speak to him if possible.

Crawling

This option should be used to stay out of the line of fire if obstacles are available that might conceal you while you are crawling. If this option is used, crawl as quickly as possible to an area of safety, away from the suspect.

Hiding

Remember that hiding from the suspect will only work if he doesn't see where you choose to hide. Hiding requires that the area you have chosen to hide into completely conceals your body. Remember that hiding does not mean that the area you have chosen to hide in is bulletproof so you must remain quiet while hiding.

Playing Dead

This option is not guaranteed to work and can be difficult to implement as it can be difficult to look like you are not breathing during an actual crisis event. Some survivors of these type events have used this tactic successfully and some have not. Think carefully before choosing this tactic.

Duck & Cover, Assess & Move!

The Duck & Cover technique was originally taught to staff and students many decades ago to be utilized during an Atomic Bomb attack or during an Earthquake. This tactic can be extremely dangerous to implement especially if you are near the lethal threat as it restricts your ability to move thereby making you an immobile target to the suspect. This tactic can be better utilized if you are further away from the suspect and he is not mobile enough to get to your location. If you initially react to the threat with duck and cover, you should then assess the proximity of the threat and if safely able to do so, move to another location. Once you are clear of the threat you should continue to distance yourself from it, notify others of the danger and attempt to call 911 if able to do so.

Fighting

If you are trapped with an Active Killer and have none of the above listed options you must choose to fight for your life. If possible, you, and others in the room, must decide to aggressively in unison attack and tackle the suspect. If possible, you should attempt to control the Active Killer's hand as that is what controls the weapon they are using. Remember that in a lethal situation like an Active Killer that you are allowed to use lethal force if necessary to save yours or other people's lives.

Remember that violent acts in and of themselves are typically pre-planned by the offender and catch unsuspecting victims completely by surprise. The very nature of violence makes it a fluid act that is constantly changing during the event and responding proactively to it can be a daunting challenge by any individual. Although this plan will provide an outline of what students and staff should consider during such an extreme act of violence, it is by no means the "perfect response or survival plan" and the plan cannot guarantee that injuries or loss of life will not occur. Student and staff should utilize the guidelines presented in this plan as a recommendation and not necessarily as a mandate depending on the level of threat they are exposed to and other contributing circumstances leading up to their decision.

DO WHATEVER YOU HAVE TO DO TO SURVIVE!

Sample Videotape Script Introducing Lockdown Drills to Students and Staff

(Introduction)

Hello. My name is Jesus Villahermosa, Jr., and I have been a Deputy with the Pierce County Sheriff's Department since 1981. I have been a member of the Pierce County Sheriff's Department SWAT Team since 1983 for which I serve as a point man on the entry team. The purpose of this training video is to briefly review your school's lockdown plan and to stress the importance of your participation in practicing that plan.

Specifically, I want to talk about lockdown and evacuation procedures. (School Name) has agreed to allow the Pierce County Sheriff's Department to run a mock school violence scenario here at your school to give all of you the opportunity to practice your lockdown and evacuation procedures, and us to practice responding to these types of events at a school. Providing local law enforcement, fire department, and school staff the opportunity to practice this drill with you will help us all to better prepare ourselves for an Active Killer situation, should one ever occur here. Although we continue to implement safe-school programs and to dialogue with the students of (School Name) in order to mitigate the risk of such an event occurring here, it is clear from reading the national headlines that some will still choose the path of violence in a school as their way of dealing with their struggles or challenges.

(Lockdown Definition)

I would like to start by reminding you of what a lockdown is and its true purpose. A lockdown is when a school attempts to secure all students, staff members, and visitors into a secured facility within the building being locked down to minimize their risk of exposure to a potential threat. This threat may range from a domestic dispute, a former school employee upset about a perceived injustice, an armed student intent on harming other students or staff in the school, to an armed adult intruder in the building. During a lockdown all exterior and classroom doors are locked.

We know that there have been numerous school shooting incidents across the country and that some of those schools did not have an effective crisis response plan for their students, staff and visitors to utilize. Although these types of events are still very unlikely to occur, the administrators of (School Name) want their school community members to know that their safety is of the utmost importance to them. This proactive mentality is another reason why (School Name) is a leader in this area of student, staff, and visitor safety.

And although it is admirable for (School Name) to prepare a crisis response plan, we know that the plan won't work unless you, the (School Name) students and staff, commit yourselves to making the plan work for your own safety. The success or failure of this crisis response plan could directly affect each of you. Your involvement in learning what to do during a crisis in or out of this building is not just important, it is critical and can be lifesaving!

(Lockdown Announcement)

The lockdown announcement will be three short blasts on the P.A. system followed by this announcement, which will be given by a building administrator, a security specialist, or implemented electronically: "Staff.

This is a lockdown (or a lockdown drill). Please secure yourselves, the students, and any visitors into the nearest secured room and wait for further instructions.”

The announcer might also add, “Local police have been alerted to our situation and will be responding to our location immediately to assist us. If you are evacuating the building please follow their commands and answer their questions if you encounter them.”

This P.A. system alert and the announcement will continue for a few minutes in order to alert any students, staff, or visitors who may be arriving into the building after the lockdown has begun. Once you hear the alert please listen carefully to the announcement that follows it. Regardless of where you are in the building, immediately go to the nearest lockable room or building wing. If staff members are already in a lockable room they can step into the hallway to direct any individuals who are looking for a room to enter.

Once you shut and lock the door it must stay shut and locked. If you open the door to allow another student, staff member, or visitor in remember that the suspect may be right behind them and you might expose everyone in your room to that threat.

Once inside the room, follow these steps:

1. Cover all windows including any windows in the door.
2. Shutting off room lights is your choice. It is not required.
3. Gather all those inside your room and have them sit, squat, or lie down in a prone position on the floor near the wall with the door.
4. Stay calm and be quiet!
5. Wait for an “All Clear” announcement or to be rescued by responding police officers.
6. Once an “All Clear” has been called or you have been rescued, take roll of all students and staff in your room.

(Evacuation)

Now I’d like to discuss another crisis response: evacuation. If you ever see what police officers call an Active Killer, such as a gunman walking through the school, you should immediately run away from the threat until you can’t see it anymore even if that means leaving the school’s property. If you decide to run away from the killer but stay in the school’s buildings, try to find another room into which you can lock yourself into.

You need to know the difference between cover and concealment. **Cover** is something that you can hide behind that will stop a bullet, like a brick wall. **Concealment** is something that you hide behind that will not stop a bullet but may conceal you from the assailant’s view. If you are going to hide behind something that conceals you, you must get there without the assailant seeing you hide there.

If it is not possible for you to lock down or to adequately conceal yourself, then continue moving to evacuate the building. If possible, leave your coat and backpack because responding law enforcement officers will ask you to drop anything you are carrying, both for their own safety as well as the safety of other evacuees. As you evacuate, try to move laterally periodically because this will make it more difficult to strike you as bullets can only travel in a straight line. Use the power of your voice to warn others of the impending danger as you are running.

Make sure to exit the building according to wherever you are at the moment, and not where you are assigned to be. Do not go back into the building once you have started to evacuate. When you get outside remember that law enforcement officers may be present so keep your hands visible at all times. Either raise your hands in the

air or interlock your fingers behind your head. Be prepared to possibly have firearms pointed at you as responding officers will not know who the assailant is. Be sure to follow their commands and remember that they are just trying to help you survive! If you actually saw the assailant during the crisis, then be sure to tell one of the police officers as they will want to gather any information they can on the assailant and how he/she may be armed.

(The “All Clear” Announcement)

When the lockdown or evacuation drill is over an “All Clear” announcement will be made by a building administrator, a security specialist, or other designated staff member. Regardless of your location, whether you’re inside or outside the building, someone needs to take a roll call of all students, staff members, and any visitors who are present. You will then be directed to a predetermined location. If there is no adult with your group please wait to be contacted by either a school staff member or a police officer. A debriefing will follow either that day or at another time designated by the school administrators.

(Closing)

I would like to close by acknowledging that we all regret that we even need to practice a drill of this nature. Sadly, this is a reality that we may have to face in our lives given the current state of our country. Fortunately, (School Name) is allowing us all the opportunity to rehearse this type of situation so that we can increase our odds of surviving such a crisis should it occur. The success or failure of this drill depends on how involved you all become and your commitment to making it work. We have had the privilege of teaching you this information and we believe that you will do a great job! You represent the future of our community and the best of the (Name) School District, so let’s take some pride in making this lockdown plan work.

We thank you for your patience and participation during the preparation of this drill, and look forward to the final event. Stay safe, and please use your school district’s violence prevention hotline at ###-###-#### to report **anything** you believe could threaten the safety of our students or staff. Your call can remain confidential at your request.

Thank you!

Sample Crisis Response Letter for Parents

Dear Parent/Guardian:

We want you to be aware that (School Name) has made many preparations to deal effectively with emergency situations that could occur in or around the school while your child is arriving to school, in class, or leaving school. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. It will always be our first priority to protect all students, staff, and visitors from harm and we pledge ourselves to that cause.

In order for our crisis response plan to be effective we depend on the cooperation and assistance of many people, such as the police and the fire departments. We also depend on you, as parents, to support our crisis response efforts. Your cooperation is vital to helping us protect the safety and welfare of all our students and school employees. Therefore, we ask parents to observe the following procedures related to school crises:

1. Talk to your children and emphasize how important it is for them to follow instructions from their teachers, school officials, and emergency responders during any school emergency.
2. Carefully read all printed information you receive from the school. You may receive updates about our safety procedures from time to time.
3. During an emergency, please do not telephone the school. We understand and respect your concern for your child, yet it is essential that the telephone system be available for emergency communications. Additionally, if our school is in lockdown then no staff members will be available to answer the phone as they will be working hard to protect your children and themselves from the threat.
4. Tune your radio to (Station Name/#) for emergency announcements and status reports. Instructions on where you should go for more information and where and when you may be able to pick up your child will also be broadcast.
5. If you have registered on our school web site (www.AddressHere.edu) for a message forwarding option as part of our Parent Notification System, then you will receive information—notification of the incident and instructions about where to go to meet your child—via one of the options you selected when you registered. These options include:
 - Cellular or home phone voice mail message
 - Cellular phone/PDA text message
 - Alpha numeric pager
 - E-mail notification
 - Streaming video on our school's web site
6. Do not come to the school unless instructed to do so. We realize how difficult it will be for you to keep your distance from the school, but this will be crucial to keep the surrounding streets and parking lot clear for emergency vehicles. Parents' vehicles at or near the school could impede medical aid responders from arriving to or departing from the school with your children or other victims. Emergency responders might also be forced to divert their attention from the critical crisis response in order to address or protect parents. Parents' presence at the scene of the crisis could actually endanger not only themselves, but students and staff members as well. In the event of a severe school crisis, you must report to a designated off-campus location where you will be met by a school representative to provide you with up-to-date crisis information, and where you may also be reunited with your child if the school is evacuated. You will be notified of this location via media bulletins and/or one of the other message options listed above.

We are proud that (School Name) is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or any other aspect of our school safety procedures, please contact (School Administrator/Crisis Response Team Leader) at ###-###-####.

Sincerely,

Superintendent/Principal