



Lockout Protocol

A LOCKOUT is a formal response to an identified and validated threat. If a leader is not sure whether a threat is validated or not, then they should call a LOCKOUT until the question is answered. A threat is validated by experts, including: law enforcement, social workers and mental health professionals. The school's response is to secure all student and staff within a secure perimeter until the threat has been addressed. All entry requires administrative approval.

Law enforcement will determine if the threat is no longer a concern that requires a LOCKOUT response. Until law enforcement or the Superintendent tell a school differently the school should remain in LOCKOUT. If one school goes into a LOCKOUT response all schools should immediately follow with a LOCKOUT response, until given clearance by police or Superintendent to return to normal daily operations. Normal daily operations include keeping the school perimeter secure. When police or Superintendent release a school from LOCKOUT, the school should immediately execute communications to parents and develop an approved REUNIFICATION process for the day's release.

There is a wide array of circumstances that constitute a threat. The police will determine the level of security needed in response to the threat. A suspicion should be reported to administration for further inquiry. An identified danger will require a LockDOWN or EVACUATION response.

District

- Call clear formal response of LOCKOUT for district
- Identify roles, Incident Commander, Backup Incident Commander, PIO
- Establish direct communicate with police and buildings

Building

- Identify roles
- Increase situational awareness
- No One Outside: Retrieve any students who are outside. No recess or outdoor activities
- Lunch: If incident is occurring during lunch- admin should ensure all students have access to lunch, even if it means bringing in food, unless directed otherwise by law enforcement or district admin
- End of Day Dismissal: Requires Superintendent or Law Enforcement Directive
- CoOp/Off Hours/ Off Campus Activities: Contact and account for students & staff -- Give situational directive
- Business as usual: No disruption to education
- Campus Notification: Radio All campuses...Contact Law Enforcement & District Leadership
 - District Leadership will release prepared information- Direct all media questions to Superintendent
- Reunification Procedures: Start and Approve
- Communications: Approve and execute prior to release