



School Lockdown Procedures

From time to time it becomes necessary for us to lockdown one, or more, schools due to situations happening on-campus or off-campus. We know that these situations are very scary for our students, parents/guardians and staff members so we thought we'd take a few minutes this week to make sure everyone clearly understands the process and the ways in which we can work together for the safety of our students and staff.

First of all, please know that the safety of our students and staff is always our number one priority. If something is happening on campus that necessitates a lockdown, or if law enforcement has suggested we lockdown due to something happening nearby, we will:

- Issue a lockdown alert that sends an electronic message to the district office and other stakeholders,
- Make an Everbridge (our automated calling alert system) call to alert parents/guardians.
- Notify staff in the best way possible (depending upon the situation, that can be an all-call, an email or an Everbridge message).
- Do our best to keep our community updated throughout the situation via social media. Please note that these situations evolve quickly and we will always do our best to get you the most accurate information at the time while understanding that this information may change as the situation unfolds.

We know these alerts can be frightening to receive but please know that during a lockdown:

- It's likely no one at the school can answer the phones, or reply to emails, as their focus is redirected to the safety of the students, staff and campus. Our faculty and staff will be focused on calming nervous children, and each other, and following the instructions from their administrators.
- No students can be checked in, or out, of school. Our campuses are, very literally, locked down during a situation like this and no one can arrive or leave until the "all clear" is given. If the lockdown interrupts lunchtime, we will ensure every student has an opportunity to eat lunch as soon as the "all clear" is given.
- We may have to delay dismissal in order to ensure the safety of our students and staff. If this decision is made, we will make every effort to communicate with all stakeholders via Everbridge and social media. We appreciate your patience and understanding during these situations.
- Students who are already off-campus due to appointments, lunch etc. will need to remain off-campus until the lockdown is cleared. If you receive a notification of a lockdown, please do not try to bring your student to school and if your student drives, please ensure he/she knows not to try to arrive on campus during a lockdown.

It's critical that all parents/guardians have active Parent Portal accounts with up-to-date phone numbers and email addresses so we can communicate in emergency situations. We also encourage all stakeholders to follow us on our district Twitter, Facebook and Instagram accounts.