



# Lockdown – Active Shooter

First observer call 911 and alert appropriate staff

## Instructor Role

### If in the classroom:

- Go to door and lock if safe to do so – note whether door opens IN or OUT. This is crucial in building a barricade
- Hold door open and direct as many students, staff and visitors in as possible
- If safe, direct students in the classroom to:
  - Cover the windows
  - Turn-off all cellular phones unless you are the only individual in the room. Leave one cell phone on in the room for communication.
  - Move the furthest away from windows they can
- Shut door when it is no longer safe to keep open
- Do not open the door until “all clear” is given by Police Officer
- Build a defensible space within the classroom – block the door if possible
- Find items that can be used to defend yourself and others.
- Keep students calm
- Take the names of all students in the room
- Report via classroom intercom, telephone, internet or cellular phone:
  - Room number
  - Your name
  - Any injured students
    - Type of injury
    - Severity
  - Names of students you have in your care
- Maintain control over students

### If you are outside:

- Take cover or escape as needed
- Listen and watch for the direction and type of incident
- Use communication device to gather or report information
- Do not run toward the event if it is not safe to do so
- Direct as many students and staff away as possible
- If students are escaping campus let them do so
  - Direct them away from the parking lot
- When it is no longer safe seek shelter

**THINK  COMMUNICATE  MOBILIZE**

You may need to revise these protocols depending on the situation.  
It is imperative for you to think quickly to decide the proper procedure,  
communicate the new plan to students and staff around you  
and get everyone to mobilize.

# Staff Role:

## If you are in a room:

- Go to door and lock if safe to do so - note whether door opens IN or OUT. This is crucial in building a barricade
- If safe:
  - Cover the windows
  - Turn-off all cellular phones unless you are the only individual in the room. Leave one cell phone on in the room for communication.
  - Move the furthest away from windows they can
- Do not open the door until “all clear” is given by a Police Officer
- Build a defensible space within the classroom – block the door if possible
- Find items that can be used to defend yourself and others.
- Keep students calm
- Take the names of all individuals in the room
- Report via classroom intercom, telephone, internet or cellular phone:
  - Room number/name
  - Your name
  - Any injured
    - Type of injury
    - Severity
  - Names of individuals you have in your care
- Maintain control over students

## If you are outside:

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