

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 3.201

Safety – Lockdown Levels and Procedures

Administrative Procedure 3.201: Lockdown Levels and Procedures

The following lockdown levels will be used as appropriate and are to be posted in each classroom.

Level One (Medical Alert)

(Called when a medical situation arises)

- All students/staff stay in classrooms
- All hallways cleared
- Exit only when medical alert has been lifted
- Continue with normal schedule inside building

Level Two (Minimal Security)

(Called when a situation outside the building may have an impact on a school)

- All outside doors are locked
- Students/staff outside the building return to the building immediately
- Entry/Exit with administrative approval
- Continue with normal schedule inside building

Level Three (Increased Security)

(Called when a situation inside or outside the building may have an impact on a school)

- Students/Staff return to classrooms
- All outside doors and classroom doors are locked
- No one is permitted to enter or exit the building
- Continue with normal schedule inside building

Level Four (Full Security Lockdown)

(Called when a situation inside or outside the building threatens the safety of students and staff within the school)

- All students/Staff to be out of sight from doors and windows
- All outside doors and classroom doors are locked
- Lights and monitors are turned off
- Silence
- Staff response options: Hide, Run, Fight

Hide, Run, Fight Definitions

The following three response options will be used during a school intruder lockdown.

- Hide - Conceal staff/students in an area that is out of sight from all doors and windows. Barricade or block the interior classroom door with any heavy or bulky objects. Silence all devices.
- Run - Have an escape route and plan in mind. Escape route should be far enough away from the school to minimize danger but close enough to get to quickly. Keep all students and staff as quiet as possible.
- Fight - Use when students or staff are in imminent danger. Act with physical aggression and attempt to incapacitate the aggressor with objects that are available.

Hide, Run, Fight

Hide: If evacuation is not possible, conceal staff and students

- Secure the area immediately by locking the door and barricading if possible.
- Be aware that the assailant may bang on the door, call out for help, or entice you to open the door.
Do NOT Respond!
- Call 9-1-1 when safe. Provide as much information as possible.
 - What is happening right now
 - Description of assailant
 - Type of weapon
 - Number of injuries

Run: Evacuation is based on specific circumstances, including the location of the assailant or shooter and whether it can be accomplished safely or not.

- If safe, evacuate to a safe assembly area far enough away from the building such that staff and students are at a minimal exposure to danger.
- Know your escape routes, including doors and windows.
- Always be aware.
- Call 9-1-1 when safe. Provide as much information as possible.
 - What is happening right now
 - Description of assailant
 - Type of weapon
 - Number of injuries
- When you evacuate:
 - Remain calm
 - Put down anything in your hands
 - Raise hands, spread fingers and keep hands visible
 - Avoid pointing, screaming, and/or yelling

Fight: Taking the “fight” action should be used as the last resort

- Attempt to take the assailant down; if you cannot evacuate, your chance of survival is much greater if you try to incapacitate him/her.
 - Commit to your actions
 - Act as aggressively as possible
 - Throw classroom objects
 - Improvise weapons
- Call 9-1-1 when safe. Provide as much information as possible.
 - What is happening right now
 - Description of assailant
 - Type of weapon
 - Number of injuries

Police Priorities

- The primary priority is to eliminate the threat
- Secondary priorities:

June 5, 2018

- Protecting the lives of those inside the building
- Protecting the lives of police officers
- Protecting the lives of the assailant(s)
- Not allowing the assailant(s) to escape
- Containing the situation