

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 3.201

Safety – Lockdown Levels and Procedures



LOCKDOWN LEVELS AND PROCEDURES

LEVEL ONE (MEDICAL ALERT)

(Called when a medical situation arises)

- All students/teachers stay in classrooms
- All hallways cleared
- Exit only when medical alert has been lifted

LEVEL TWO (MINIMAL SECURITY)

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

- All outside doors are locked
- Students and staff outside the building return to the building immediately
- Entry/exit with admin 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 return to classrooms
- All outside doors and classroom doors are locked
- No one is permitted to enter or exit the 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 and 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

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