

## LOCKDOWNS

Lockdowns are used to ensure student, staff and visitor safety during emergency events by limiting movement and visibility. Lockdowns may be used during intruder incidents, medical emergencies, threats outside the building and non-emergency situations that may require the hallways to be clear.

**EMERGENCY LOCKDOWN** - intruder incidents, medical emergencies, outside threats

- All staff may immediately call an Emergency Lockdown and dial 911. Use the words “Emergency Lockdown” without codes. If it is not possible to access the PA system, staff will yell “Emergency Lockdown” down the halls.
- Members of the Incident Management Team (IMT) will immediately call 911 and notify the Superintendent (781-326-7500 x1341) when feasible.
- Faculty will...
  - Clear the hallway, bringing students into a classroom or office.
  - Lock and barricade the door - use a doorstop and classroom furniture if possible.
  - Keep the door in the locked position if unable to lock the door from the inside.
  - Turn off lights, draw shades and position students away from sight lines.
  - Instruct students to silence phones and remain quiet. Students will not answer phones, responding by text only.
  - Slide a red card under the door to signal medical emergencies only and dial 911.
  - Gather yellow safety bags with doorstop, contact info, medical supplies, class list, food for medical reasons, water, notebook, pen - keep bags with you at all times.
  - Record the names of students in your room.
  - Carry radios or cell phones if outside the building with students and remain outside during lockdowns, leading students to a rally point away from the threat.
  - Remain locked down until instructed to open the door by law enforcement or when the threat becomes imminent. Imminent threats include such things as smoke under the door or a nearby intruder.
  - Ignore fire alarms, unless the threat becomes imminent.
  - Instruct students to evacuate when faced with an imminent threat. **Faculty evacuates with the last student.**

**SHELTER IN PLACE** - Non-emergency situations that require the hallways to be clear

- **Only members of the IMT may call a Shelter in Place using the PA system. Use the words “Shelter in Place” without codes.**
- Members of the IMT notify the Superintendent (781-326-7500 x1341) when feasible. Dial 911 for medical emergencies.
- Faculty will...
  - Clear the hallway, bringing students into a classroom or office.
  - Close, but do not lock, the door.
  - Close blinds if appropriate, keep the lights on and continue teaching.
  - Remain Sheltered in Place until instructed to open the door by a member of the IMT.
  - Carry radios or phones if outside the building with students and remain outside during Shelters in Place. Continue outside activity until instructed to come in.

**Updated 8/15**