

Harding Middle School

LOCK DOWN PROCEDURES



A graphic of an emergency sign with the word "EMERGENCY" in white capital letters on a red and orange gradient background, set within a dark purple frame.

EMERGENCY

- ▶ Lock Down Drills
- ▶ Exterior Threat
- ▶ Clear the Halls
- ▶ Full Lockdown



EMERGENCY

▶ Exterior Threat Lockdown

- ▶ Stranger outside.
- ▶ Mountain lion outside- yes. This happened!
- ▶ Bank robbery several blocks away.

A graphic of a glowing "EMERGENCY" sign. The word "EMERGENCY" is written in white, bold, sans-serif capital letters on a dark background. The background has a horizontal gradient from dark red on the left to bright yellow in the center, then back to dark red on the right, giving it a glowing, fire-like appearance. The sign is set against a dark purple background with a pink vertical bar on the right side.

EMERGENCY

▶ Exterior Threat -response

- ▶ Business as usual inside the building.
- ▶ Lock all exterior doors.
- ▶ PE must return to the building.
- ▶ Normal building movement.
- ▶ Wait for principal or police communication that threat is removed.



EMERGENCY

- ▶ **Clear the Halls Lockdown**
- ▶ Not necessarily a major safety threat to the building.
- ▶ Might be a medical emergency and need the hallways clear.
- ▶ Might be a fight in the hallways.

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EMERGENCY

- ▶ **Clear the Halls- response**
- ▶ Business as usual inside the classroom.
- ▶ Lock the classroom doors and clear the halls.
- ▶ Ignore bells, open blinds, no passing classes.
- ▶ Wait for principal or police communication that threat is removed.

A graphic of a glowing "EMERGENCY" sign. The word "EMERGENCY" is written in white, bold, sans-serif capital letters. The background of the sign is a gradient of red and orange, with a bright yellow glow behind the text. The sign is set against a dark purple background with a magenta rectangular element on the right side.

EMERGENCY

▶ Full Lockdown Drill

- ▶ There may be a threat to the safety of our students.

EMERGENCY

▶ Full Lockdown-response

- ▶ Site Commander- Linquist/ Snow/ Pentek/Lantz must be informed- lives depend upon it.
- ▶ Student cell phones off- lives depend on it. No jamming up cell towers. Staff cell phones on.
- ▶ Quiet- and listen to direction.
- ▶ Lock doors.
- ▶ Windows open
- ▶ Get rosters.
- ▶ Assess the situation and move students to safety

What can students do to keep us safe?

- ▶ **Collaborate** by -keeping teachers/administrators informed regarding potential threats to our safety & discussing safety procedures with teachers.
- ▶ Be **Professional** by -following safety procedures.
- ▶ Be **Respectful** by- listening and responding to staff direction.