



Sarasota County Schools Police Department
Safety, Security & Emergency Management

LOCKDOWN
LIMITED LOCKDOWN
EVACUATION

August 2019

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LOCKDOWN PROCEDURES

These procedures are to be used to protect occupants from potential dangers inside the building or from external threats that enter the building (i.e., **Active Shooter(s)**).

ANY STAFF MEMBER CAN INITIATE A LOCKDOWN BY ANY COMMUNICATION NECESSARY

*****MOVE TO YOUR SAFE CORNER*****

*****CLOSE BLINDS AND TURN OFF LIGHTS*****

*****MAKE THE CLASSROOM APPEAR VACANT*****

***** Safe Corner is a location within a classroom/office, etc. that does not have any furniture where students or staff will move to during a lockdown. The safe corner should not be visible by line of sight through the door window.*****

Administrator's Responsibilities

1. Initiate LOCKDOWN using any available notification method (i.e., Intercom or Automated Lockdown Console Unit) and announce, "**LOCKDOWN, LOCKDOWN, LOCKDOWN**". Repeat this announcement as often as possible to inform staff and alert anyone entering campus.
2. If this is an active shooter on campus and the location is known, announce the location over the school's intercom. (i.e. "active shooter in building 12")
3. Call 911 and provide information as requested by the 911 operator.
4. Call the Operational Command Center (OCC) at 966-SAFE (7233) and provide the following information:
 - a. Your Name
 - b. Name of School
 - c. Type of Event (Lockdown, Limited Lockdown, Evacuation)
 - d. Cause of Event
 - e. Location of Event on Campus (if available)
5. Check hallways and direct any students and/or visitors to a safe secure room.
6. Move to the designated safe corner within the room.
7. Keep everyone quiet and silence all electronic devices.
8. Make room appear to be vacant and restrict movement.
9. Close blinds and turn off classroom lights.
10. **DO NOT** open door **for anyone**; proper authorities will have keys to open the door.
11. **DO NOT** respond to fire alarm unless a known administrator makes a supporting statement, or you detect smoke or fire.
12. Monitor all incoming emails, text messages, and voice notifications for further instructions.
13. Once the incident has been resolved contact the Operational Command Center (OCC) at 966-SAFE (7233) and provide a disposition.

Law Enforcement, EMS and Fire will be responding upon calling 911

Teacher /All Staff Member Responsibilities

1. Immediately conduct sweep of the hallways and bathrooms **UNLESS YOU HEAR A DISTURBANCE**. Direct any nearby students and/or visitors into the classroom or other secured area.
2. Classroom doors shall be locked at all times.
3. Close blinds and turn off classroom lights.
4. Move students quickly to the designated "**SAFE CORNER**".
5. Keep everyone quiet and silence all electronic devices.

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6. Make room appear to be vacant and restrict all movement.
7. **DO NOT** open door **for anyone**; proper authorities will have keys to open the door.
8. **DO NOT** respond to fire alarm unless a known administrator makes a supporting statement, or you detect smoke or fire.
9. Monitor all incoming emails, text messages, and voice notifications for further instructions.

Law Enforcement, EMS and Fire will be responding upon calling 911

Parents/Visitors on Campus

1. If able, direct them to a classroom, follow LOCKDOWN procedures for class.
2. If outside and can safely leave campus, leave immediately.

P.E. Classes Outdoors / Media Center / Lunch Room

1. If threat is inside facilities and your class is outside, leave campus immediately. **(RUN/EVADE)**
You do not want to bring the students into the location of the active shooter. If the location of the active shooter is known it will be broadcast through the intercom system and/or school radios.
2. If your class is inside, follow LOCKDOWN procedures to nearest safe location.

LIMITED LOCKDOWN PROCEDURES

A limited lockdown is used in a heightened state of security, to secure the building and students where a higher than normal threat is present, near or in the vicinity of the campus. There will be no movement on campus and all activities will remain inside.

Administrator's Responsibilities

1. Initiate LIMITED LOCKDOWN using any available notification method (i.e. Intercom or Automated Lockdown Console Unit) and announce, **"THIS IS A LIMITED LOCKDOWN. ALL ACTIVITIES AND CLASSES ARE TO REMAIN INSIDE AND THERE SHALL BE NO CLASS MOVEMENT UNTIL FURTHER NOTICE."**
2. Call the Operational Command Center (OCC) at 966-7233 (SAFE) and provide the following information:
 - a. Your Name
 - b. Name of School
 - c. Type of Event (Lockdown, Limited Lockdown, Evacuation)
 - d. Cause of Event
3. Once incident has been resolved contact the Operational Command Center (OCC) at 966-7233 (SAFE) and provide a disposition.

Teacher /All Staff Member Responsibilities

1. Continue the instructional program, but no movement between classrooms, corridors or buildings.
2. Listen for announcements for further instructions.
3. **DO NOT** respond to fire alarm unless a known administrator makes a supporting statement, or you detect smoke or fire.

Parents/Visitors on Campus

1. If able to get to a classroom, follow LIMITED LOCKDOWN procedures for class.

2. If outside, leave immediately.

EVACUATION PROCEDURES

Procedures used in a variety of school emergency situations when remaining in the building is unsafe. Evacuation is moving building occupants to a designated safe location. An evacuation may be signaled by a fire alarm, direction from the school administration or designee over the intercom or other emergency notification system, or by the instruction of emergency personnel. Some evacuations may involve moving students and staff to an alternate or off-campus site, as instructed. If a situation warrants a partial evacuation of a section of the building may also occur, if evacuation is other than a fire situation, further instructions should be given. Implement individualized plans for those students or staff with disabilities or special needs.

Administrator's Responsibilities

1. Initiate the EVACUATION using the available notification method (i.e. Intercom or the Automated Lockdown Console) and announce (**"THIS IS AN EVACUATION. EVACUATE, EVACUATE, EVACUATE. PROCEED TO INSERT DESIGNATED LOCATION."**)
2. Call **911** and provide information as requested by 911 Operator.
3. Call the Operational Command Center (OCC) at 966-7233 (SAFE) and provide the following information:
 - a. Your Name
 - b. Name of School
 - c. Type of Event
 - d. Cause of Event
 - e. Location of Evacuation Site
4. Wait for arrival of emergency responders.
5. Coordinate with Law Enforcement/EMS/Fire Personnel.
6. Once incident has been resolved contact the Operational Command Center (OCC) at 966-7233 (SAFE) and provide a disposition.

Teacher /All Staff Member Responsibilities.

1. Follow the evacuation routes posted in the classroom or immediate area unless otherwise directed.
2. Close all doors when leaving your classroom or area.
3. Leave all personal belongings behind except for your cell phone and class roster.
4. Assist with building evacuation by checking bathrooms, common areas, etc.
5. See that individuals with special needs are properly assisted.
6. Await further instructions from an administrator upon arrival at the designated evacuation location.

OPERATION COMMAND CENTER (OCC) PROCEDURES 941-966-SAFE (7233)

Upon notification of a LOCKDOWN, LIMITED LOCKDOWN, OR EVACUATION the OCC staff shall follow the outlined procedures.

1. Obtain the following information
 - a. Caller's name
 - b. Name of School

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- c. Type of Event (Lockdown, Limited Lockdown, Evacuation)
 - d. Cause of the Event
 - e. Location of incident on campus (if available)
2. Verify that 911 has been called by calling 911 communications center (only if Lockdown or Evacuation).
 3. Send an email to designated Critical Incident Email Group:
 - a. Superintendent
 - b. Assistant Superintendents
 - c. Executive Directors
 - d. Principals
 - e. Chief of Police, Sergeants and SCSPD
 - f. SSO, SPD, NPPD, VPD contacts
 - g. SCSD Communications & Community Relations Department

THIS WILL BE A PREPOPULATED EMAIL GROUP
 4. Attempt to locate the incident via camera(s):
 - a. If incident is located, call 911 and provide information to the 911 call taker
 5. Contact Transportation 941-486-2141 in the event they are needed due to evacuation.
 6. Once incident has been resolved send an email to the Critical Incident Email Group as listed above.

FIRE ALARMS

1. Evacuation due to a fire alarm activation will remain per district policy.
2. If available, the SRO/SRD or school staff member should determine if a heat or smoke source is occurring at the location of the fire alarm pull station or smoke detector.
3. Notify the front office of any findings.

*****DOOR WINDOW COVERINGS- ALL WINDOWS MUST BE COVERED AT ALL TIMES IF WINDOW FILM HAS NOT BEEN INSTALLED. ALL CLASSROOM BLINDS MUST BE CLOSED AND LIGHTS TURNED OFF.**

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