

# **GRANITE SCHOOL DISTRICT**

## **LOCKDOWN AND SCHOOL SAFETY PROGRAM**

# **GRANITE SCHOOL DISTRICT**

## **Lockdown Program Overview**

**Due to the number and variety of school buildings and other facilities within the District, it is difficult to prepare a standard emergency plan for every facility. However, there are baseline procedures that will enhance safety and uniformity of response.**

**The following baseline procedures will be followed in all District schools and facilities. Each school may prepare written, school specific emergency procedures, as long as the following procedures are included. An example of facility specific information is gathering points for classes being held outside the main building and for school staff other than teachers.**

**Please review the attached information and be familiar with the procedures that are given. Some new procedures, including the two levels of LOCKDOWNS, RED/GREEN CARD NOTIFICATION, and EXTERIOR NUMBERING of ROOMS have been added.**

**Granite School District Police Department should be notified of all LOCKDOWNS and associated drills, in advance, whenever possible.**

**Granite School District police officers will be dispatched to all LOCKDOWN incidents to assist school administrators and allied agency officers as needed.**

**This entire document will be emailed to all schools and facilities so that it may be *“cut and pasted”* into individual emergency plans as needed.**

# ROOM IDENTIFICATION INITIATIVE

1. In order for law enforcement and other emergency responders to be able to most efficiently respond to a problem they need to be able to easily read the number of a room from inside and outside. All administrators shall insure that:
  - a. The inside classrooms and other rooms are labeled by room number, per the master maps of the facility.
  - b. For emergency responders the rooms have to be identifiable from outside. The rooms will also be identified in the following manner:
    - (1) The same identifier as is on the inside door shall be placed in an outside window.
    - (2) The placement of the adhesive sign shall be placed in the following manner:
      - (a) Facing the room from outside the sticker shall be placed in the left-most window and in the upper left-hand corner of the window.
      - (b) If this is impossible due to building structure the stickers will be alternatively placed so as to be visible by responding emergency personnel.
    - (3) The District Printing Shop will prepare the stickers. Administrators will need to provide the Shop Director with a comprehensive list of the needed signs.
      - (a) The signs are to be black letters on white background.
      - (b) The Print Shop Director has the dimensions for the signs.

**LOCKDOWNS  
AT AN  
ELEMENTARY SCHOOL**

# **SOFT LOCKDOWN at an ELEMENTARY SCHOOL**

- 1. An initiation of a lockdown will be given via the PA system. The recommended announcement is as follows:** *"Your attention please: We are now on soft lockdown, repeat we are now in soft lockdown. All outside activities are canceled. Return to the building immediately. All persons in portable classrooms will come to the multipurpose room or remain in the locked portable."*
- 2. No outside activities are permitted until the event is resolved.**
- 3. School goes on as usual.**
- 4. All outside doors are locked with the exception of the front door which is monitored by a police officer or administrator. If a person requests admittance and raises suspicion, access will be denied and the appropriate police agency immediately notified.**
- 5. Ground floor windows shall be closed and locked.**
- 6. The administration will consult with the Granite School District Police Department and/or allied police agency and the School Accountability Directors until the event is cancelled by announcement:** *"The lockdown is now cancelled. Thank you for your cooperation."*
- 7. At any time during the soft lockdown it may be elevated to a hard lockdown if the circumstance warrant and in consultation with the appropriate police department and administration.**
- 8. Communicate with parents, students and staff as appropriate.**

# **HARD LOCKDOWN at an ELEMENTARY SCHOOL**

- 1. An announcement will be made via the PA system:** *“Your attention please: We are now on hard lockdown. All outside activities are cancelled. Return to the building immediately or proceed to the designated alternative gathering point. Check all halls and nearby restrooms. Take any nearby students into your classroom and lock your doors. All persons in portable classrooms will remain in the locked portable classrooms.”*
- 2. Students and staff in the cafeteria, library, media center, computer rooms, or gymnasium will remain in the room and the doors will be locked.**
- 3. When on a hard lockdown, the teacher will take roll and email the principal’s secretary with any missing or additional students in their classroom.**
- 4. Ground floor windows shall be closed and locked, with blinds and curtains open and all obstructions removed.**
- 5. Discourage personal calls and texts.**
- 6. All TVs, radios, and other non-essential electronic devices should be turned off.**
- 7. Communication between the teacher and the officer will be by email to the principal’s secretary when possible.**
- 8. Lights will be turned off and students will be seated in an area that is least visible from the hallway door. Teachers and students should remain quiet. Students and teachers may not leave the room for any reason.**
- 9. Follow the Red/Green Card procedure. Place a green card under the doorway and in the exterior window if the situation in the classroom is stable. Place a red card under the doorway and in an exterior window if there is a problem in the classroom that needs prioritized response. (The absence of any card will be treated as a red card.)**

Continued – HARD LOCKDOWNS at ELEMENTARY SCHOOLS

- 10. Do not open the door for anyone. Police or emergency responders will have a key to the door for entry. Administration, police or emergency responders will "knock and announce" before entering.**
- 11. Do not react to class bells or fire alarms. Announcements via the PA system will give evacuation directions if appropriate or possible.** (If an evacuation is ordered take student rolls with you.)
- 12. Faculty and students should know that it is okay to fight back if it becomes necessary to save lives.**
- 13. When the lockdown is lifted by the originating police agency and administration an announcement will state:** *"Your attention please: The lockdown is now ended."*
- 14. Communicate with parents, students and staff as appropriate.**

**LOCKDOWNS  
AT A  
SECONDARY SCHOOL**

# SOFT LOCKDOWN at a SECONDARY SCHOOL

1. **An announcement will be made as follows via the PA system:** *Your attention please: We are now on soft lockdown. All outside activities are canceled. Return to the building immediately. All students in detached facilities including portable classrooms, shops, and Seminaries will remain in those facilities until notified otherwise. No outside activities are permitted."*
2. **School activities go on as usual within the building.**
3. **Lock all exterior doors.**
5. **All outside doors are locked with the exception of the front door which is monitored by a police officer or administrator. If a person requests admittance that raises suspicion, access will be denied and the appropriate police agency notified.**
6. **Ground floor windows shall be closed and locked.**
7. **The administration will consult with the Granite School District Police Department and/or allied police agency and the School Accountability Directors until the event is cancelled by an announcement.** *"The lockdown is now canceled. Thank you for your cooperation."*
8. **The closure may be elevated to a HARD LOCKDOWN as necessary.**
9. **When the closure is lifted by the originating police agency the following announcement will be made via the PA system:** *"Attention Staff: The lockdown is now ended. The lockdown is now ended."*
10. **At any time during the soft lockdown it may be elevated to a hard lockdown if the circumstance warrant and in consultation with the appropriate police department and administration.**
11. **Communicate with parents, students and staff as appropriate.**

# **HARD LOCKDOWN at a SECONDARY SCHOOL**

- 1. An announcement will be made as follows via the PA system:** *“Your attention please: We are now in hard lockdown. All outside activities are cancelled. Return to the building immediately or proceed to the designated alternative gathering point. Check all halls and nearby restrooms. Take any nearby students into your classroom and lock your doors. Students in the cafeteria, library, media center, computer rooms or gymnasium will remain in the room and the doors will be locked. Students in the commons area will go to the nearest available securable room. Students in detached facilities including portable classrooms, shops, and Seminaries will remain in those facilities with all doors locked until notified otherwise.”*
- 2. Students and staff in outside activities will go to the designated alternative gathering point or a securable facility.**
- 3. When on hard lockdown, the teacher will take roll and email the principal’s secretary with any missing or additional students in their classroom.**
- 4. Ground floor windows shall be closed and locked, with all blinds and curtains open and all obstructions removed.**
- 5. Discourage personal calls and texts.**
- 6. All TVs, radios, and other non-essential electronic devices should be turned off.**
- 7. Communication between the teacher and the officer will be by email to the principal’s secretary when possible.**
- 8. Lights will be turned off and students will be seated in an area that is least visible from the hallway door. Teachers and students should remain quiet. Students and teachers may not leave the room for any reason.**
- 9. Follow the Red/Green Card procedure. Place a green card under the doorway and in the exterior window if the situation in the classroom is stable. Place a red card under the doorway and in an exterior window if there is a problem in the classroom that needs prioritized response. (The absence of any card will be treated as a red card.)**

Continued – HARD LOCKDOWNS at SECONDARY SCHOOLS

10. **Do not open the door for anyone. Police or emergency responders will have a key to the door for entry. Administration, police or emergency responders will "knock and announce" before entering.**
11. **Do not react to class bells or fire alarms. Announcements via the PA system will give evacuation directions if appropriate or possible.** (If an evacuation is ordered take student rolls with you.)
12. **Faculty and students should know that it is okay to fight back if it becomes necessary to save lives.**
13. **When the lockdown is lifted by the originating police agency and administration an announcement will state:** *"Your attention please: The lockdown is now ended."*
14. **Communicate with parents, students and staff as appropriate.**

**LOCKDOWN TRAINING  
AND  
PLANNING INFORMATION**

# IMPORTANT DEFINITIONS

## SOFT LOCKDOWN:

A precautionary security procedure due to a potential threat in the immediate vicinity not directly related to the school. The security measure is usually short in duration, generally under an hour. Examples would be a high-risk search warrant at a nearby residence or a fleeing suspect in the general area of the school.

Inside activities may continue as normal; however, all outside activities are canceled and all exterior doors locked. All ingress and egress will be by the main doors and under the supervision of a police officer or school administrator.

## HARD LOCKDOWN:

The locking of all interior school doors as a result of a life-threatening event occurring inside the school, on school grounds, or immediately adjacent to the school, that has a high probability of moving onto school grounds. Exterior doors are also locked if the circumstances permit.

All students and staff sequestered behind locked doors and proscribed personal safety procedures initiated.

## RED/GREEN CARD NOTIFICATION:

A simple notification system where either a red or green sheet of paper or card stock is placed under a door and taped in an exterior window to alert first responders of a condition needing priority attention. The card system will only be used during a Hard Lockdown

# DRILLS

## DRILLS

Lockdown and Fire drills are important exercises. As with fire drills, all security drills will be done with prior notification to the Granite School District Police Department.

# **Administrator Responsibilities during Lockdowns**

- 1. See that the lockdown announcement is made via the PA system.**
- 2. If law enforcement is not aware of the lockdown notify Granite School District Police Department and the local police agency. 911 may be called if appropriate.**
- 3. Notify the adjacent Seminary building and other on-site facilities of the security status.**
- 4. If this is at an elementary school, notification should be made to staff and students on the playground to either return to the school or proceed to the designated alternative gathering point.**
- 5. If this is at a secondary school, notification should be made to staff and students participating in outside activities to either return to the school or proceed to the designated alternative gathering point.**
- 6. Notify the appropriate School Accountability Director.**
- 7. Notify Transportation so that buses traveling to the school may take appropriate action.**
- 8. If the school has students at the Granite Technical Institute the GTI should be notified to keep the students at that location until notified.**
- 9. During a Soft Lockdown you may move about the facility as needed.**
- 10. During a Hard Lockdown go to the main office or a secondary location if the office is not safe. Lock the doors and stay inside.**
- 11. To facilitate emergency communications both locations should have hand-held radios, outside phone lines, computer and PA system access. You should also have your personal cell phone, district hand-held radio, school keys, pen and paper, and emergency contact lists with you.**
- 12. Consider silencing your cell phone if the situation dictates.**
- 13. Designate one person to relay information to emergency responders.**
- 14. View cameras and update emergency responders.**

Continued – Administrator Responsibilities during Lockdowns

- 15. Update emergency responders with pertinent information received from staff.**
- 16. Follow instructions of Incident Command.**
- 17. Assure that PA announcements are made as directed or needed, relaying critical situational information.**
- 18. Notify and work with the District Communications Director to provide parents and public with timely and pertinent information.**

# **ADMINISTRATOR PRE-PLANNING FOR LOCKDOWNS**

Every situation is different; however, basic responsibilities and structure will be helpful in resolving all incidents. Designating responsibilities for the principal, assistant principals and staff before the incident will reduce stress and confusion and encourage constructive action. An assistant may be needed in each primary area of responsibility in the event of a prolonged incident.

## **School Responsible Party (SRP)-Lead Administrator**

- 1. Work directly with Incident Command/Emergency Responders.**
- 2. Gather information from school communications and relays that to Incident Command.**
- 3. Provide information to school communications from Incident Command**
- 4. Provide information for the District to pass along to parents.**
- 5. Keep written notes**

## **Communications Person**

- 1. Make PA announcements**
- 2. Notify Granite School District Police, local police agency or 911**
- 3. Receive information from teachers and staff**
- 4. Relay information to SRP/Incident Command**
- 5. Provide school radios and batteries to necessary personnel**
- 6. Operate cameras and intercom for police**
- 7. Keep written notes**

## Logistics Person

1. Receive written lockdown rolls/information.
2. Create and updates a missing student, teacher, and staff list.
3. Arrange for food and water for students and staff as instructed.
4. Arrange for transportation for students and staff, if needed and documents who went where.
5. Keep written notes

## Custodian/Facilities

1. On a Soft Lockdown secures all exterior doors.
2. On a Hard Lockdown secures all exterior doors if the circumstances permit.
3. Maintain and provides detailed maps of school and property
4. Be available to tactical teams to help with mapping, mechanical systems and access.
5. Provide emergency responders with school keys
6. Keep written notes

# **PRE-INCIDENT TRAINING REMINDERS FOR TEACHERS AND OTHER STAFF**

- 1. Gather any students or staff in the hallway into a securable room.**
- 2. Students and staff in the cafeteria will secure in-place. Lock the doors and treat cafeteria as a classroom.**
- 3. Students and staff in a commons area will go to the nearest available securable room.**
- 4. Students and staff in the gymnasium will secure in-place. Lock the doors and treat gymnasium as a classroom.**
- 5. Students and staff in the library will remain in the library. Lock the library doors and treat it as a classroom.**
- 6. Students housed in detached facilities including portable classrooms, shops, and Seminaries will remain in those facilities until notified. These facilities will go into lockdown with the main building.**
- 7. If outside go to the pre-designated gathering area.**
- 8. Lock door(s) to room and turn off the lights.**
- 9. Ground floor windows shall be closed and locked.**
- 10. Seat everyone on the floor in the corner of the room that is least visible from the hallway door(s).**
- 11. Open any closed exterior blinds and remove anything obstructing exterior windows.**
- 12. Place a green card under the doorway and in an exterior window if the situation in the classroom is stable.**
- 13. Place a red card under the doorway and in an exterior window if there is a problem in the classroom that needs prioritized response. (The absence of any card will be treated as a red card.)**
- 14. Discourage personal calls or texts until official information is provided.**

Continued – Pre-incident Training Reminders for Teachers and other Staff

- 15. Communicate emergency information to the Administrator.**
- 16. Compile a written roll of everyone in the room under your supervision including first and last names. Note any enrolled missing/absent students. Account for any absent students if possible.**
- 17. Everyone in the room should remain absolutely quiet.**
- 18. Turn off TV, radio and other non-essential electronic devices.**
- 19. Await further instructions.**
- 20. Students and staff may not leave the room for any reason.**
- 21. Do not open the door for anyone. Police or emergency responders will have a key to the door for entry. Administration, police or emergency responders will "knock and announce" before entering.**
- 22. Do not react to class bells or fire alarms. Announcements via the PA system will give evacuation direction. (If an evacuation is ordered take student rolls with you.)**

# DAILY SCHOOL SECURITY REMINDERS

1. All teachers and staff should wear a lanyard with photo identification visible at all times.
2. All entry doors to an elementary school should be locked with the following exceptions:
  - a. The main door, nearest the office should be unlocked.
  - b. Other doors may be entered by staff with access cards or keys.
3. All school exterior doors should have a sign instructing visitors to proceed immediately to the main office for visitor registration.
4. All staff should direct visitors to the main office and observe that they comply.
5. All teachers, students, and staff should be instructed to report any visitors, without badges, to the office immediately.
6. If necessary, an administrator or SRO will make contact with the visitor and escort the visitor to the office or off property as appropriate.
7. Visitors should be issued a clearly visible "Visitor" name tag.
8. Substitute teachers should be issued a temporary "Staff" name tag.
9. All teachers, students, and staff should be instructed to report any suspicious circumstances or threats immediately.
10. Inform Granite School District Police Department or SRO of any suspicious circumstances, threats, or unauthorized visitors as soon as possible.
11. Prepare and review emergency procedures and evacuation routes during the year.
12. Preplan locations for administrators to work from during a lockdown. Designate a primary and secondary location in case the primary is not safe. Make sure both locations have hand-held radios, outside phone lines, computer and PA system access.