



Hard Lockdown Protocols

Hard lockdown- A hard lockdown is required when a perpetrator is actively shooting/using deadly physical force or there was eminent danger. **No one may enter a facility except certain employees and law enforcement, there is no travel in the halls.**

Soft lockdown- A soft lockdown is what most facilities are under constantly, doors are locked and possibly barricaded but normal activity still takes place inside the facility, including travel in the halls.

The difference between a **Hard lockdown** and a **Soft lockdown** is important as it dictates to what extent you would 1) barricade the room you are in; 2) detail the plan to defend yourself should the perpetrator enter your room and 3) the speed at which you would carry out the protocols.

IF YOU ARE INSIDE WHEN A HARD LOCKDOWN IS ACTIVATED:

- Call 9-1-1 if possible (you may need to wait until you get to safety)
- If safe, hold door open and direct as many students, staff and visitors in as possible
- Insure door is locked – note whether door opens IN or OUT. This is crucial in building a barricade
- Deploy **Hard-Lock Down Cable™** immediately
- Direct students in the classroom to:
 - Hide behind over turned tables/desks
 - Turn off all cellular phones, except one. Leave one cell silenced on in the room for communication with law enforcement or administration
 - Move away from windows
- Prepare to disable perpetrator using **Pepper Gel** or any other means (i.e. fire extinguisher, chairs, books)
- Take names of all individuals in the room
- Monitor email and/or school website for updated information
- If requested or if the situation warrants, report via classroom intercom, telephone, internet or cellular phone to law enforcement or administration
 - Room number
 - Your name
 - Any injured individuals
 - Type of injury
 - Severity
 - Names of individuals you have in your care

DELAY

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- Do not open door until “all clear” is given by Police Officer
 - If you are in doubt as to whether the person requesting the door open is a police officer, you can ask for their badge name/number and get on the phone with dispatch to confirm their identity.
- **Law Enforcement may come in with their guns drawn. Tell all students and staff, if law enforcement enters to have arms raised above head, and to not make any sudden moments**

IF YOU ARE OUTSIDE:

- Call 9-1-1 if possible
- Run away from the event in a zig zag/unpredictable pattern (if shooting is occurring)
- Take shelter in a building if possible, following lockdown procedures
- Lead any students/staff away from the event if possible

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You may need to revise these protocols depending on the situation. It is important for you to think quickly to decide the proper procedure, communicate the new plan to students and staff around you and get everyone to mobilize.

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