



## Jefferson Local School District – District Operations

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### Lockdown Procedures – A Parent’s Guide

Jefferson Local Schools takes the safety and security of students, staff, and visitors very seriously. We have dedicated safety plans which are reviewed annually by community stakeholders and emergency responders. These plans are practiced in school buildings many times per year to ensure everyone understands what to do in an emergency from a building fire, tornados, and in today’s day and age, lockdowns for various reasons.

Occasionally, our school buildings have to go into a lockdown due to a situation in the community or because of a threat involving the school. We understand that when a lockdown is initiated this can cause stress to students and parents alike. It is understandable that parents want to know immediately what is going on, however, our first and foremost priority is to ensure the safety of all students, staff, and visitors within our building. As soon as possible, we will try to communicate with parents through our phone messaging system, our district website, Final Forms, and our social media pages.

We want to share general information with parents so you understand what is happening during a lockdown. Please note this guide provides basic guidelines on how we go through a lockdown. Every situation is slightly different.

#### How Are Lockdowns Initiated

When an administrator learns of a possible threat, their first reaction is to contact 911 and recall the school's incident command (IC). We are thankful to have a very positive relationship with the local police department who immediately provide guidance.

At the recommendation of the school's IC and the local police, we may initiate one of the three lockdown levels. An announcement similar to the below is communicated over the PA system:

***“All staff and students, the building is now in a level \_\_ lockdown. Please close and lock all classroom doors and remain in classrooms until further instructions are given. Students in the halls should immediately return to their classrooms”***

Collaboration between incident command, police, and all district buildings continually takes place during a threat. Again, it is important to remember that our first priority is the safety of the students, staff, and visitors. As soon as possible, we will try to communicate with parents about the situation.

Once the police inform our school's IC that the situation is contained and there is no longer an immediate threat, the lockdown is lifted and the building returns to normal schedule.

### Level One Lockdown - Most Basic Lockdown Procedure

During a Level One, exterior doors and windows are locked and secured. Free movement within the building is permitted and no one is allowed to leave or enter the building. This is generally used for a situation happening outside the building that may have an impact on the school. A Level One may be released by a PA announcement.

### Level Two Lockdown - Moderate Lockdown Procedure

During a Level Two, students and staff are to return to classrooms, exterior doors and windows are locked and secured. No movement within the building is permitted and staff immediately takes attendance and reports to administration of any missing students. Staff can still provide educational instruction within their classroom. This is used for a situation happening inside or outside the building that may have an impact on the school or in the case of a medical emergency in a hallway. A Level Two is only released by administration and emergency personnel unlocking classroom doors.

### Level Three Lockdown - Full Lockdown Procedure

During a Level Three, students and staff are to return to classrooms, exterior doors and windows are locked and secured. Staff and students are to be out of sight from doors and windows. All lights are turned off, cell phones silenced, and complete silence is to be maintained. This is used for imminent threats inside or outside the building that threatens the safety of students, staff, and visitors within the school. A Level Three is only released by administration and emergency personnel unlocking classroom doors.

### Parents - Important Steps for Safety

**Do Not Go to the School** - If a school is on lockdown it is important that parents do **NOT** head to the school.

**Do Not Call the School** - School staff most likely will be unable to answer calls and lines must remain clear to contact emergency personnel.

**Do Not Panic** - One of the most important things to remember. We all assume the worst case when a school goes into lockdown. Remember, there are many reasons our schools may go into lockdown and many of those may not directly involve the school. It is important to remain calm for yourself and your child.

**Prepare Your Child** - Find a constructive way to discuss lockdowns with your child to prepare them. Explain the importance of following directions from their teachers and those in uniforms. If your child feels stressed, the school has many resources available to help.

**Make Sure you Have ID for Pickup** - In the event reunification is required after a lockdown is over, make sure you have proper ID when picking up your child. Double check your Final Forms emergency contacts as only those noted on your Final Forms will be able to pick up your child.

**Be Aware of School Lockdown Procedures** - We have provided this guide to give parents a brief overview of our lockdown procedures. If you have any questions please direct them to your building principal or Robert Hiss at [bhiss@westjeff.org](mailto:bhiss@westjeff.org). We will do our best to provide answers to your questions.