

An Easy Way to Remember Shelter-in-Place

Here is an easy way to tell the difference between Lockdown and Shelter-in-Place: determine the threat! Lockdown is designed to respond to the threat of a human perpetrator, Shelter-in-Place responds to the threat of an airborne cloud of toxic agent.

Protective Actions are implemented as a response to an imminent hazard to protect students, staff, and all other personnel in and around the school, from the potential consequences of the pending threat. The fundamental principles to consider in deciding on the proper response are:

- ▶ Avoid moving students toward the threat.
- ▶ Take appropriate action to keep the threat from getting to the students.

The two summaries below provide overviews of both procedures. Crisis Management Teams can use these summaries to familiarize themselves with the purpose and procedures for each of these protective actions. For additional information, contact safeschools@csc.com or visit the DoDEA Office of Safety and Security Web site at www.dodea.edu/offices/safety/index.cfm. ■

Lockdown

Lockdown is appropriate for threats posed from outside or inside the building. These threats could include a violent person attempting to enter the school, a perpetrator already inside, or nearby criminal or terrorist activity.

Lockdown Procedures:

- ✓ Direct students to a position out of the line-of-sight of doors and windows.
- ✓ Check outside of the classroom/office door (i.e., hallways) for nearby students, and move them into classrooms.
- ✓ Close and lock all doors and windows.
- ✓ Cover door window and close window blinds.
- ✓ Turn off room/office lights and remain quiet.
- ✓ Students outside of the school should move away from the school to the designated evacuation site or another appropriate, safe location.
- ✓ Take attendance and report it to the principal/designee (include missing or additional students).

Note: Students left in common areas should proceed immediately to the nearest classroom or a “safe haven” such as the nurse’s office, or other pre-designated room.

Shelter-in-Place

Shelter-in-place is appropriate for threats posed by atmospheric contamination. These threats could include accidents or attacks involving chemical, biological or radiological hazards.

Shelter-in-Place Procedures:

- ✓ Close and lock all exterior windows and doors to prevent inadvertent opening.
- ✓ Move all personnel to designated interior rooms for shelter-in-place.
- ✓ Designated staff should bring updated attendance reports, grab-and-go bag, Automatic External Defibrillators (AEDs), and other equipment to the shelter-in-place locations.
- ✓ Turn off all heating, ventilation, and air conditioning (HVAC) systems.
- ✓ Take attendance and report it to the principal/designee.

Note: Determine interior shelter-in-place rooms/space in coordination with local emergency response officials. Select areas with the least potential exposure to outside air.

If the building(s) is not equipped with a central air handling shut-off, consider turning off all electrical power in the building(s).