

HILLSDALE LOCAL SCHOOL DISTRICT LOCKDOWN PROTOCOL

When an administrator learns of a possible threat, his/her first reaction is initiate a lockdown and then call the police. Law enforcement may also contact a school and advise a lockdown. The level of the lockdown is determined by the situation.

Level 1 Lockdown – This is a “precautionary” lockdown, which means that all exterior doors and windows are locked and blinds are closed. Generally, no one is permitted to enter or leave the building. Classes continue as scheduled. (This is used when there is no current threat at our campuses but is used to guard against a potential outside threat entering our buildings like from a nearby robbery or a domestic situation, as well as for the unknown whereabouts of a potential threat.) A Level 1 lockdown ends with the announcement of “Lockdown: All Clear.”

Level 2 Lockdown – This is a “caution” lockdown, which means the same as the Level 1 precautions with the addition of no internal movement. Students stay in the room they are in at the time of the lockdown. Students in the hallways go to the closest room. Classes may continue, but there are no class changes. (This is commonly used when there is a missing student that has been at school, when we bring in the drug dogs, or when we need to search lockers). A Level 2 lockdown concludes with administration or law enforcement personally opening the doors of each room.

Level 3 Lockdown – This is an “emergency” lockdown. This lockdown incorporates each step above with the additions that lights are turned off and students and staff move away from windows and doors. There is absolutely no talking. Cell phones are silenced. Doors are barricaded. Staff is ready to initiate techniques learned in ALICE training. ALICE is an acronym for ALERT, LOCKDOWN, INFORM, COUNTER, EVACUATE. A Level 3 lockdown concludes with administration or law enforcement personally opening the doors of each room.

Additional information concerning lockdowns:

- In a lockdown situation staff members take a count of the students they are with and document any students that are not in their room that should be.
- During the lockdown, nobody is generally allowed to enter or exit the building. If we contact you about a lockdown, please do not go to the building until we say it is safe. You will not be able to enter, and the situation also may not be safe for you.
- Our first priority is to ensure the safety of all students. We work to communicate with parents in a timely manner with the most accurate information we have at the time.
- When we determine or law enforcement tells us that the situation is contained and that there is no immediate threat, the lockdown is lifted, and we return to our normal schedule.

These are basic guidelines for our lockdown procedures. However, every situation is slightly different. Please note that often the worst thing that can happen is a dash to the school to pick up your child. I understand the concern. In a level 1 lockdown we allow controlled releases. This is not the case in a level 2 or 3: no one is permitted to enter or exit the building until the lockdown is over. Again, our first priority is for student safety.