

Lockdown Procedures
for all Muskegon County Schools
Muskegon County Sheriff's Department and Local Law Enforcement

Internal Lockdown (Threat Inside Building)

1. Announce an internal lockdown (Plain English, No Codes, State What It Is) and call 9-1-1
2. Check for students and staff in the hall in the immediate area and bring them into the room.
3. Lock classroom doors. Turn off lights.
4. Leave window shades on outside windows up so police can see into the rooms from the outside.
5. Tell students to sit on the floor in a safe pre-designated place, out of sight of the door. (A large closet is a good location.)
6. Remind students to be very quiet. Reassure students that the police are on their way and they are safe.
7. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
8. Stay in safe areas until directed by law enforcement officers/administrators to move or evacuate, or until uniformed officer signals lockdown has been lifted.
9. Teachers or Administrators should always be ready to evacuate students, if the situation dictates, to a designated location.
10. If an evacuation occurs, all students and staff will be directed by a law enforcement officer or administrator to a safe location.
11. If evacuated from the building, teachers take roll to account for all students present in class.

Bathroom	Move to stalls, lock them, and stand on the toilets.
Cafeteria	Move to the nearest designated safe area. Secure doors and turn off lights.
Gym	Move into a locker room or other designated safe area and lock all doors.
Hallway	Move to the closest classroom.
Library	Remain in library. Lock the doors, move to a safe area, and turn out the lights.
Outside	Move to the designated evacuation site. Do not enter the building.

**External Lockdown Procedures
(Threat Outside Building)**

1. Announce an external lockdown. (Plain English, No Codes, State What It Is)
2. Call 9-1-1 if necessary. (Office Staff)
3. Close window shades. Turn off lights.
4. Sit on floor away from the windows.
5. Law enforcement officers/administrators will announce when the lockdown has been lifted.

Shelter-in-Place

This is a precaution aimed to keep students and staff safe from hazardous materials that may have been released into the atmosphere outside of the school.

Shelter-in-Place is done when law enforcement determines evacuation or dismissal could possibly place students at risk.

Procedure:

1. Announce a Shelter-in-Place situation. (Plain English, No Codes, State What It Is)
2. Move to pre-designated interior spaces in the school, with no or few windows.
3. Law enforcement officers/administrators will announce when the Shelter-in-Place order has been lifted.

Safety Planning for Crisis Events

for all Muskegon County Schools

Muskegon County Sheriff's Department and Local Law Enforcement

School Staff Responsibilities During Lockdowns

1. Everyone in the office should be assigned a job.
2. An announcement is made and 9-1-1 is called.
3. During an **internal lockdown**, the hall is quickly checked for students or staff, doors are locked, and the lights are turned off.
4. During an **external lockdown**, the doors to the school are locked, the windows are covered and the lights are turned off. The staff should remain away from the windows. Doors are monitored.
5. A "Go Bag" should be ready if evacuation is needed. The "Go Bag" should consist of list of student names, health concerns, emergency contact information, building plans, copy of policies, whistle, copies of crisis letters for parents, cell phone and radio.

School Safety Pre-Planning Tips

- Do not post colored signs/magnets or other indicators of classroom status on doors during lockdown.
- Conduct unannounced internal and external lockdown and shelter-in-place drills.
- Number exterior doors. Number each classroom and designate it as North, South, East, or West.
- Consider adding the technology needed to electronically lockdown hallways.
- Provide local law enforcement agencies with the latest drawings/floor plans of the school. They can be emailed as PDF documents.
- Provide law enforcement camera systems access.
- Determine in advance which person calls 9-1-1.
- Provide local law enforcement agencies with key card access or key access for all school buildings.
- Remind visitors at public events (sports, arts, etc.) how to exit the building in an emergency.
- Be sure guest teachers are aware of countywide procedures.
- Consider the purchase of magnets of locking/securing interior doors.
- Create an emergency folder with updated class lists, including contact information.
- Prepare parents and caregivers for what happens in an emergency situation and what they should and should not do.
- Prepare students on what they should do and not do during a lockdown (phoning, texting, tying up 9-1-1).
- Determine an emergency pick-up-point where parents may pick up their child in the event of an emergency.
- Prepare an emergency bucket in case of a prolonged internal lockdown. Items in the bucket might be tissues, cough drops, flashlight, snacks, water and wet wipes. The bucket should be kept in the safe spot where the students will sit. The bucket can be used for emergency bathroom needs.
- Create a communication plan and assign staff responsibilities.
- Designate safe areas for locker rooms, libraries, cafeterias, etc.
- Plan for students with physical disabilities or significant medical needs.