

Teachers Checklist for Lockdown

Response Checklist

- Response is the process of carrying out plans when and while the critical incident unfolds. In other words, responding means “doing what the school is prepared to do.” Both readiness and response will help save lives should an incident occur. This checklist serves as a guide for each agency during the first twenty minutes of a critical incident. Each checklist should be cut, laminated and issued to the respective persons who may respond to a critical incident.

Teachers Checklist for Lockdown

- Clear students from the hallway immediately and have them report to the nearest available classroom.
- Close and lock all windows and doors.
- Move students away from windows and doors. It is preferable to seat students against an interior wall which will provide them protection.
- Account for students.
- Turn off lights.
- Use red and green cards with the room number indicated on them to communicate with emergency responders.
 - **Green Card.** The teacher should display a green card (**with the room number written on it**) in the exterior window and slide a second green card under the door or affix the card to the classroom door window to alert responders that everything is **safe** in the classroom.
 - **Red Card.** The teacher should display a red card (**with the room number written on it**) in the exterior window and slide a second red card under the door or affix the card to the classroom door window to alert responders that **emergency assistance is needed as soon as possible.**
 - **No Card.** In the event no cards are displayed, emergency responders will assume that the intruder is in the classroom.
- In the event the intruder gains access to the room and takes hostages and the room is contacted by the office, use a school code word to communicate to the office. For example, you may state, **“Everything is fine here; we are experiencing a code 200.”**
- In the event the intruder gains access to the room and begins shooting, instruct the students to leave the classroom. They should be further instructed to leave the building or run to another location.