**“Hard Lockdown” Safety Process**

**Purpose:** To teach students what to do during an hard lockdown.

**Time:** 20 – 30 minutes

**Ages:** All ages

**Materials:** Map of School

**Prep:** Determine possible escape routes for different parts of campus.

**Procedure:**

1. Explain to students that the signal for hard lockdown is voice signal “hard lockdown” or whistle signal.
	* When students hear this signal you will freeze/stop what you are doing and become absolutely quiet.
	* If outside, staff will direct students to walk to the nearest safe location. (this location could be outside or inside)
	* If inside or once inside:
		+ Staff will lock doors and windows
		+ Close blinds
		+ Students will be quiet. Hiding out of view of doors and windows.
			- If inside cafeteria/mpr, student should not be hiding under desks. They should be in an area where they can escape if room is breached.
		+ Doors are not to be opened until the all clear is signaled.
2. Have students practice responding by freezing and becoming quiet / 3x or until they can respond immediately to the signal.
3. Practice running to the nearest safe place if outside.
4. Practice locking doors and windows, close blinds, and remaining quiet.
5. Once you hear the all clear. Staff will proceed back to their original activity.
6. Review with students:
	* What did we do well
	* What do we need to practice again
	* What is the difference between soft and hard lockdown
	* Why do we practice this? (to be safe)
7. If you need additional practice, do so that day and follow up with another practice within the week.