

Lockdown Checklist

YISD Office of Emergency Management

The purpose of this checklist is to help observers and reviewers ensure that a Lockdown or a drill is effectively executed. This checklist may be used to guide planning and implementation of a Lockdown or Drill, but its purpose is to help evaluate a school's response to a Lockdown. Keep in mind that each situation that requires a Lockdown is unique and requires adaptation as needed.

School Name: _____

Principal: _____

Driller Assessor: _____

Incident Commander: _____

Date & Time of Drill: _____

- Type of Lockdown (mark all that apply):
- A Drill
 - Lockdown Event
- Drill or Event initiated by:
- School Staff
 - Police
 - YISD Security
- The threat was:
- In the school
 - In the neighborhood
- Reason for Lockdown Event:
- Threat
 - Weapon
 - Bomb/Suspected Bomb
 - Suspect in area
 - Police Activity in Area
 - Other _____

Initial Actions to Secure the Building & for Communication During Lockdown

CAMPUS ADMINISTRATOR TASKS

COMMENTS

- Principal or designee is notified to or decides to go into Lockdown
- Principal or designee calls 9-1-1 (Security if a drill) and describes situation
- ALL campus personnel are notified of Lockdown (drill or incident)
- Lockdown signs are posted on inside of main doors
- Staff members clear hallways & open areas and direct students to closest safe room
- Exterior doors are locked (if possible)
- Send message to parents via parent notification system
- Record telephone answer message for parents who may call
- Establish Incident Command Post until relieved by first responders
- Support Incident Commander and First Responders as needed
- Support Public information Officer as needed

TEACHERS TASKS DURING LOCKDOWN

COMMENTS

- Accept all students and ID wearing visitors into classrooms
- Lock and secure all doors to the room
- Move students out of sight; close windows and drapes
- Turn off lights and computer screens
- Keep students calm and quiet; no phones or devices
- Take attendance and account for all students
- If possible, notify office of missing students, additional students & visitors
