Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:	02-ALL-ALL-0723 (SF)	**Subject:**	Lockdown – All Facilities
Effective Date:	03-01-08	**Last Revision:**	05-26-23
Person Responsible:	Health and Safety Coordinator		

Approvals/Date:

Brent Chen   5-30-23

Superintendent, WCBDD _____ Date _____ Department Director _____ Date

1. A LOCKDOWN – EXTERNAL THREAT will be announced when a potential threat is present outside of any Board facility and an evacuation would be harmful.

2. A LOCKDOWN – INTERNAL THREAT will be announced if there is a potential threat present inside any Board facility and any movement within the facility would endanger any persons.

3. A LOCKDOWN will be activated electronically by pushing the Emergency Lockdown Button or via touchscreen on the Emergency and Public Address Control Panel. The Emergency Lockdown Buttons and Public Address Control Panels are located in the reception offices at Entrance A of Wood Lane School (WLS), Entrance B of the Service and Support Building (SSB), and Entrance C of the Community Supports Building (CSB). Activating the Lockdown system will complete the following steps.

    A. All doors, interior and exterior, that are controlled by the Access Control/Fob system will be locked instantly in all campus facilities. Fobs will not work at any access control point.
    B. An automated Lockdown Announcement will be heard two times across all Public Address speakers campus wide. These include interior and exterior speakers.
    C. External strobe lights will be activated. These strobe lights are located at the exterior corners of all campus buildings.

    Following the automated Lockdown Announcement, if possible, building staff shall utilize the Public Address System or the telephone system paging to announce if the threat is INTERNAL or if the threat is EXTERNAL.

4. In all LOCKDOWN situations, 9-1-1 shall be contacted immediately.

5. All safe area doors shall be locked when possible. Window blinds/shades should be closed, and door windows should be covered if safe to do so. Additional barricades to prevent entry into a safe area are advised – room furniture, etc. can be used as barricades. Leave computers and cell phones (muted) on at all times. Further instructions may be delivered electronically.

6. Individuals in unsecured areas(including corridors, Conference Rooms 186A, 186B, 186C, and 186D) may go to the nearest safe lockable area when a LOCKDOWN is announced
    A. Persons in these unsecured areas may seek shelter in designated lockable spaces.
    B. Emergency Facility maps are located in all conference/meeting rooms and throughout the building. Maps shall indicate evacuation routes and shelter areas in case of emergency or a drill.
    C. Visitors or other persons located in the lobby when a LOCKDOWN occurs shall be instructed by Reception Area Staff to seek shelter to the best of their ability. Visitors or other persons in the lobby shall not be permitted to enter any secure areas of the building during a LOCKDOWN

7. When staff or individuals are outside the Service and Support Building and a LOCKDOWN is announced, proceed to a safe location far away from the facility.
    A. If in a vehicle when the exterior strobes are flashing, leave campus in the vehicle immediately. Contact your supervisor once in a safe location.
    B. If on foot – upon hearing the LOCKDOWN announcements or seeing the flashing strobes, seek shelter at an off-campus facility (ex. Juvenile Court, Wood Haven, Sheriff's Office, etc.). Once at a secure location, staff, when possible, will contact their Supervisor to inform them of their location. Staff and individuals will remain at the safe location until the authority in charge determines an "all clear".

8. Campus wide LOCKDOWN drills shall be conducted monthly.

9. LOCKDOWN drills will be documented on form 03-ALL-ALL-0429 and forwarded to the Superintendent for signature, then sent to the Health and Safety Coordinator.

10. A signed copy of the drill will be filed by the Health and Safety Coordinator.

References: 02-ALL-ALL-0703 (SF)

Forms: 03-ALL-ALL-0429
   03-ALL-ALL-0902

tar\procedure\sf0723