

**Wood County Board of Developmental Disabilities
PROCEDURE**

Procedure #: 02-WLS-ALL-0702 (SF)
Effective Date: 03-01-08
Person Responsible:

Subject: Lockdown - School and Admin Building
Last Revision: 02-02-2022

Approvals/Date: Brent Ober 2/22/22 Jouanne Flick 02.22.22
 Superintendent, WCBDD Date Department Director Date

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| 1. | A LOCKDOWN – EXTERNAL THREAT will be announced when a potential threat is present outside of the School and Administrative Building and an evacuation would be harmful. |
| 2. | A LOCKDOWN – INTERNAL THREAT will be announced if there is a potential threat present inside of the School and Administrative Building 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 Button and Public Address Control Panel are both located in the reception office at Entrance B of the School and Administrative Building. Lockdown activation devices are also located in the reception areas at Entrance D and F. Activating the Lockdown system will complete the following steps. <ul style="list-style-type: none"> 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 side. 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. D. 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 EXTERNAL. |
| 4. | In all non-drill LOCKDOWN situations, 9-1-1 shall be contacted immediately. |
| 5. | All safe area doors shall be locked when possible. |
| 6. | Window blinds/shades should be closed, and windows covered, if safety will not be compromised. Additional barricades to prevent entry into a safe area are advised – room furniture, etc., can be used as barricades. |
| 7. | Leave computers and cell phones on and muted at all times. Further instructions may be delivered electronically. |
| 8. | Areas in which the “boot” has been installed will use the device for additional security. |
| 9. | Individuals in unsecured areas of the School and Administration Building (including corridors, office, and Conferences Rooms A and B) may go to the nearest safe lockable area when a LOCKDOWN is announced. <ul style="list-style-type: none"> A. Persons in unsecured areas may seek shelter in designated lockable spaces according to staff guidance. B. Emergency Facility maps are located in all conference rooms/meeting rooms/classrooms throughout the building. Maps shall indicate evacuation routes and shelter areas in case of emergency or a drill. C. Visitors or other persons located when a LOCKDOWN occurs shall be instructed by Reception Area Staff to seek shelter in the Lobby Rest Room. D. Visitors or other persons in the lobby shall not be permitted to enter any secure areas of the building during a LOCKDOWN. |
| 10. | When staff or individuals are outside the School and Administrative Building and LOCKDOWN is announced, proceed to a safe location away from the facility. |

11. Based on the blue exterior strobes:

- A. If in a vehicle, leave campus in the vehicle immediately. Contact your supervisor once in a safe location.
- B. If on foot, upon hearing the LOCKDOWN announcement or seeing the flashing strobes, seek shelter at an off-campus facility (ex. Juvenile Court, Wood Haven, Sherriff's Office, etc.). Once at a secure location, staff, when possible, will contact their Supervisor to inform him/her of their location. Staff and individuals will remain at the safe location until the authority in charge determines an "all clear".

12. Campus wide LOCKDOWN drills shall be conducted monthly.

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

14. A signed copy of the drill will be filed at the school office.

References:

Forms: 03-ALL-ALL-0429

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