



Lockdown Procedures

What is the Purpose of Lockdown?

To provide protection to Faculty, Staff, Students and Visitors at the North Carolina School of Science and Mathematics (NCSSM) in situations involving an active shooter, dangerous intruders or other incidents that may result in harm to persons inside or outside the School building(s). A lockout/lockdown will be initiated when it is safer to remain in a secured building than to be outdoors.

What is Lockdown?

Lockdown is a procedure used when there is an immediate threat to the school such as in the case of a school intruder. Lockdown minimizes access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorized person such as a member of Campus Safety and Security or a Durham Police Officer.

Lockdown Procedures

1. An Administrator will order a "LOCKDOWN".
2. An Administrator will activate the Emergency Notification System to notify the NCSSM community via text message, voicemail and email.
Note: If the location of the Intruder is known, use the intercom to state his/her last known location.
3. All Faculty, Staff, Students, and visitors must IMMEDIATELY proceed, if possible, out of line of sight of windows and doorways, to the nearest classroom or secure space.
4. Remain quiet and calm.
5. If you are outside DO NOT enter the building, IMMEDIATELY respond to the primary evacuation site.
6. An Administrator will ensure that an employee of NCSSM will be at the evacuation site to supervise the Students. If this is not possible, Campus Safety and Security/Administrator will notify 911 and have them assign an Officer to the emergency evacuation site to ensure the safety of the Students responding to the site.
7. Faculty/Staff should check corridors outside their classrooms or offices for nearby students and direct any students in the immediate vicinity into their classroom or office. Faculty/Staff should not leave the classroom or office to get students.
8. Lock classroom doors. If there is no lock, barricade the door with available objects.

9. Turn off all lights and electrical devices. Put your cell phone on silent mode, if you shut off your cell phone you will not receive emergency text messages.
10. Close all window shades or blinds if applicable. Stay away from the windows and doors.
11. Seek cover or concealment. If gunshots or explosives are heard, stay behind cover or concealment and lie on the floor or get as close to the floor as possible without giving up your cover.
12. If possible, Faculty/ Staff should record the names of students who are in the room. Any missing and/or extra students should be noted. Faculty/Staff should provide these details to Campus Safety and Security /Personnel as requested.

If an urgent medical condition exists and you feel that it will not unduly risk the safety of anyone by alerting the intruder of your location, you may attempt to notify "911" by cell phone of your location and injury.

13. DO NOT evacuate the building even if the audible fire alarm is heard. This could be a ruse to get people into the hallways.
14. DO NOT respond to anyone at the door until Campus Safety and Security/Administrators announce, "all clear".

If someone attempts to gain access into your room by proclaiming to be a Police Officer ask them to slide their identification under the door.

15. All Faculty, Staff, Students and Visitors should remain in lock down situation until the ALL CLEAR is given by an Administrator.
16. Campus Safety and Security /Administrators shall account for the safety of all Faculty/Staff, Students and known visitors immediately after the incident. If any of the previous mentioned are missing, it shall immediately be reported to Law Enforcement.

Note: If circumstances warrant, students will be evacuated from the school property by school vehicles to be picked up by parents at an off-campus location. Campus Safety and Security will prohibit anyone except emergency vehicles from entering the campus during such an emergency. Parents are requested not to call or come to the school campus during an evacuation or other emergency. Driving to the school, will cause traffic congestion that could potentially interfere with the arrival of emergency vehicles should they be needed. Parent phone calls, likewise, will tie-up phone lines at a crucial time.

Critique

If an event occurs at NCSSM which requires the implementation of an emergency procedure a critique will be done, as soon as practical, to assess the effectiveness of the procedure used. In addition, counseling will be offered to all involved Faculty/Staff, Students and Visitors.

Training

The Hostile Intruder/External Threat Emergency Procedure will be taught annually to all Faculty/Staff and Students. In addition, those in attendance at this training will receive a copy of the procedure and sign a roster attesting to receipt thereof.

Practice Drills

The Hostile Intruder/External Threat Emergency Procedure will be tested annually by conducting a "mock" lockout/lockdown drill. The Durham Police Department will be notified of this drill and interested members invited to attend.