



PROCEDURE

OPERATIONS

**Haddonfield
Board of Education**

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Lockdown Procedures (M)

8420.7 LOCKDOWN PROCEDURES (M)

In the event a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. The following procedures shall be enacted during a lockdown which shall begin with notification to the building's occupants that all occupants should commence lockdown procedures. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation.

1. The Principal and/or designee will immediately inform the Superintendent of Schools of such action.
2. School staff members will:
 - a. Turn off all lights and electronic equipment (unless it is a bomb threat).
 - b. Instruct pupils to be absolutely quiet.
 - c. Direct pupils away from doors and windows wherever possible.
 - d. Close and lock doors and windows from inside the room.
 - e. Physical education teachers who are in the gymnasium are to direct pupils to an area that may be secured or locked from inside the room or area.
3. Any school staff member not supervising pupils at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with pupils. These staff members should ensure any pupils in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.
4. Teachers shall take pupil attendance for the pupils within their secured area and note any missing pupils.
5. Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.
6. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.

Lockdown Procedures for Those in Exposed Areas



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Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe these pupils may be at risk re-entering the building, the teacher may be instructed to remove the children to another secure location off school grounds and/or away from the building.

These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee may modify these procedures if he/she determines modification is needed to best protect the building's occupants.