

Elementary Staff Lockdown Drill Script (K-3)

We are told to go into a Lockdown when there is an *Unsafe Person* in our school or near our school. That means it may be more safe for us to stay in our room with the door locked.

If we are in our room and it's a Lockdown...and the door is locked to make sure an Unsafe Person doesn't come in...I will need you to be very quiet and listen to my directions.

Because:

- In a Lockdown, I will ask you to come over here against the wall so no one can see us through the door or window.
- I will lock the door, close the blinds, and turn off the lights so if there's an Unsafe Person out there they'll think no one is in here and we'll be safe.
- I may ask you to help me block the door with desks and chairs to make sure no one will be able to get into our classroom. That's called barricading the door. Here's what blocking the door...or barricading the door during an emergency...might look like: SHOW BARRICADE VIDEO:
<http://www.bethel.k12.or.us/safety-training-k-5/>
- Or, just like in a Fire Drill, we may need to leave the building quickly. I might even tell you to run...to leave your stuff and run out of the school to a certain area. Now, we *don't* run during a *Fire Drill*, do we? But in a Lockdown I *might* tell you to run...or I might say "let's just stay in here." That's why in order to be safe *you always have to be quiet and listen to me*. If we decide to run out of the school in a hurry, that's called Evacuating the school. Here's what Evacuating during an emergency might look like: SHOW EVACUATION VIDEO:
<http://www.bethel.k12.or.us/safety-training-k-5/>
- Remember, during any emergency it's really important that you are very quiet and listen to me so we can stay safe together and know what to do. The most important thing you can do is to be quiet and listen to my directions.

Here are some other important things you need to know:

- Sometimes we are asked to go into a lockOUT and that's different from a lockDOWN. You know that a lockDOWN means we lock our door and stay in the classroom.
- A lockOUT is when the front door by the office is locked, and all the doors in our school that go right outside are locked, and all the students are brought inside the school. We can't go outside during a lockOUT, but we might be able to go from one room to another.
- A lockOUT is to make sure an Unsafe Person doesn't come into our school from the outside.

The most important thing to remember is in order to stay safe you must be quiet, listen to me, and follow my directions.