

Elementary Staff lockdown Drill Script (grades 4-5)

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. There may come a time during a lockdown when I might give you specific directions on what to do.

Here are some important things you need to know:

- During a lockdown it's really important that you are very quiet and listen to me so we can stay safe together and know what to do.
- In a lockdown, I will ask you to come over here against the wall so no one can see us through the 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 extra sure no one will be able to get into our classroom. Be sure to listen to my directions.
- There could come a time when an Unsafe Person enters our room. I may tell you to throw things at them and run out of the room. That's not something we normally do in school, but if you see me do that, or you hear me telling you to do that, it's OK...just listen to my directions.
- 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 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 because there's an Unsafe Person out there. That's why in order to be safe *you always have to be quiet and listen to me.*
- There might come a time during a lockdown that the fire alarm goes off. That does not mean we would immediately evacuate the building because an Unsafe Person might be waiting. Again, you must listen to my directions.
- A final step involves letting your families know what is going on. Some of you might have phones. Please do not text or call your family immediately because we will need your full attention. When it is safe, we want you to be in touch with them, but we need to send a consistent and clear message that is true. *We don't want to tell them wrong information.* Teachers will give you as much information as possible as well as a message you can send home if you have a cell phone at school.

Here is some other important information:

- Sometimes we are asked to go into a **lockOUT** and that's different from a lockdown. To be clear, a **lockdown** is when there might be an Unsafe Person in our school. We lock all the *inside* doors, turn off the lights, close the blinds, and prepare for the next steps.
- **A lockOUT** is when we lock all the *outside* doors to all the buildings due to a possible Unsafe Person *near* the school or in the neighborhood. Class should continue as usual but we are expected to stay in the building, we can't go outside. We might be able to go from one room to another, but we can't go outside.

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