



HOLD/SECURE/LOCKDOWN PROCEDURE

Used when a situation exists inside or outside the School or District site that threatens the safety of staff and students.

Three (3) ways to secure the building:

- **HOLD** – used when there is an emergency in or around the building i.e., group/major fight, medical emergency, student abduction
- **SECURE** – used when there is danger outside of the building or in the surrounding community, i.e. bomb threat, police searching for a criminal suspect in the area
- **LOCKDOWN** – used when there is a direct threat to the school, i.e. active shooter, armed intruder

1. Communicate the need to “**HOLD, SECURE or LOCKDOWN**” the building via the public address (PA) system
2. Follow “**Incident Notification Procedures**”
3. Lock **ALL** doors
4. Activate/Notify School Safety Team
5. Communicate with the staff from the Assistant Superintendent’s Office
6. Follow instructions from the Office of School Safety and law enforcement until the lockdown is lifted.
7. After the “**ALL CLEAR**” is given, communicate the return to normal operations via the public address (PA) system

ROLES:

Secretary/Designee

- Call 911 and/or School Safety Dispatch
- Point of contact for assisting and cooperating with District, if appropriate

Building Engineer

- Help secure the building
- Report to Principal to provide additional support, if necessary

Teachers/Staff

During a “**HOLD OR SECURE**”:

- For “**HOLD**” - Clear all students, staff and visitors from hallways
- For “**SECURE**” – Bring all students and staff inside the building (resume normal activities)
- Classroom instruction/work continue

Teachers/Staff (continued)

- Close and lock all doors and windows
- Assist those with special needs accommodations
- Account for all students and visitors; report any missing or extra students to the main office or responding emergency personnel
- Report any serious injuries or vital information to responding emergency personnel
- **DO NOT OPEN THE DOOR** until the “**ALL CLEAR**” has been lifted by the School Safety Officer and/or Administrator/Designee via the public address (PA) system.

During a “**LOCKDOWN**”:

- Clear all students, staff and visitors from hallways into classroom/office
- Assist those with special needs accommodations
- Direct students to an area of the room, unobservable from outside and potential lines of fire
- Turn off lights; close and lock all doors and windows. (window blinds closed, door windows obscured with paper)
- Use a belt or backpack strap to secure the door handle if door cannot be locked
 - Create a barricade by using desks, chairs, shelves, cabinets or other pieces of furniture to block entry
- Turn off non-essential electronic devices and silence cell phones
- Account for all students and visitors; report any missing or extra students to the main office or responding emergency personnel
- **DO NOT OPEN THE DOOR** until the “**ALL CLEAR**” is authorized by Philadelphia Police Department

School Safety Officer

- Notify School Safety Dispatch
- Assist the School Safety Team with checking classrooms, restrooms, and all other areas for students and staff
- Report to Principal when all areas are clear
- Assist responding emergency personnel with securing the building
- Contact **Incident Control Unit** (215-400-6100)