

## LOCKOUT PLAN

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

- Lockout will be announced by intercom, public address system, or otherwise. Use plain language to announce a lockout.
- All outdoor activities are terminated immediately; students/staff are brought inside the building.
- Lock all exterior doors and windows.
- Leave blinds/lights as they are.
- Take attendance.
- Internal classes continue as normal.
- During a lockout, no one is permitted to enter the building, including parents. School entrances are monitored by staff.
- Lockout is lifted when the external threat is resolved. Notification may be made through any means appropriate.
- Listen for updates.



## LOCKDOWN PLAN

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

- Lockdown will be announced by intercom, public address system, or otherwise.
- School staff will immediately gather students from hallways, restrooms, and common areas.
- All classroom and office doors are locked. Barricade if necessary.
- Students are seated on the floor next to the wall out of view from the door window. Stay out of sight!
- Do not cover the door window. Leave the window blinds and lights as they are.
- NO ONE should be allowed to enter or leave a classroom or office under any circumstances.
- DO NOT communicate through the locked door. DO NOT answer a classroom telephone.
- DO NOT allow anyone into your 'secured' area.
- DO NOT respond to a fire alarm unless imminent signs of fire are observed.
- DO NOT respond to the intercom, public address system, or other announcements.
- Document and attend to any injuries as well as possible.
- Take attendance, including any additional students. Missing students' last known locations should be noted. Keep this record for when you are released from the lockdown.
- Stay hidden until physically released by law enforcement personnel.



# Safety PLAN

## Mini Guide



Williamsville Central School District  
105 Casey Road  
East Amherst, NY 14051

# Key points to remember for each EMERGENCY PLAN...

## SHELTER-IN-PLACE

Used to shelter students and staff inside the building.

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance. (Names of students not accounted for should be referred to attendance office.)
- All other staff assist students, as needed.
- Move away from windows, if situation warrants.
- If instructed, move out of classroom to designated safe area. Movement of students to locations should be done in a quiet, orderly fashion. Stay together at all times. Teachers and students should remain in place until either given further directions or released by a building administrator.
- Continue teaching but be prepared for a potential shift to a different drill/plan type.
- Listen for updates.

## HOLD-IN-PLACE

Used to limit movement of students and staff while dealing with short term emergencies.

- Listen for instructions about the situation and your actions.
- Students in hallways should return to assigned classroom, if possible.
- Classroom teachers, take attendance.
- All other staff assist students, as needed.
- Listen for updates.



[www.williamsvillek12.org](http://www.williamsvillek12.org)



## EVACUATION PLAN

Used to evacuate students and staff from the building.

- Remain calm and maintain supervision of students
- If fire alarm sounds, evacuate per your fire emergency routes. If directed to evacuate by administration, follow instructions.
- Leave blinds/lights as they are.
- Lead students to designated assembly or announced assembly area. Use secondary route if necessary.
- Be sure to take attendance roster(s) "evacuation packet" for accountability check. Take attendance when safe to do so.
- Close the classroom door after exiting.
- Stand-by for additional instructions from administration or law enforcement officials.
- If "all clear" is given, report back to classroom/office for accountability check.
- If evacuated to off-site, perform a second accountability check upon arrival and stand-by for further instructions.
- If students are to be released from the off-site location, parents will be directed where and when to pick up their children.
- A student will be released only to an adult with proper identification and who is documented as an emergency contact for the child.
- Listen for updates.