

LOCKDOWN WITH OPTIONS



CRITICAL INFORMATION

Lockdown with Options Procedures are used to protect building occupants from dangers inside the buildings (e.g. threats, intruders, active shooter). Your options are **RUN, HIDE, FIGHT**.

- All staff members can and should notify building occupants of any threat they observe that puts lives at risk.
- **If fire alarm is activated while building is in lockdown, do not evacuate unless smoke or fire is visible.**

WHEN IMPLEMENTING **LOCKDOWN WITH OPTIONS PROCEDURES**:

Quickly determine the most reasonable way to protect yourself and your students using the following options:

1. **RUN (EVACUATE)**

If there is an accessible escape path, attempt to evacuate the building. Be sure to:

- Have an escape route and plan in mind
- Leave all belongings behind
- Keep your hands visible
- Follow the instructions of any police officers
- Call 911 when you are safe

2. **HIDE**

If evacuation is not possible, find a place to hide where the intruder is less likely to find you.

Your hiding place should:

- Be out of the intruder's view; spread out in the room if able to do so
- Provide protection if shots are fired in your direction (i.e. a classroom/office with a closed & locked door)
- Not trap you or restrict your options for movement
- If you are outside, find a place to hide that will protect you such as a brick wall, large trees, or buildings

To prevent an intruder from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If intruder is nearby:

- Lock the door
- Silence all cell phones in the room
- Turn off any source of noise (i.e. radios, televisions)
- Turn off lights
- Avoid being seen through classroom door window; hide behind large items (i.e. cabinets, desks) and close blinds
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the intruder's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the intruder by:

- Throwing items at the intruder
- Yelling
- Acting as aggressively as possible against the intruder
- Swarm the intruder by grabbing his arms and legs and holding him down
- A strong level of aggression and commitment to your actions will be needed
- Provide protection if shots are fired in your direction (i.e. a classroom/office with a closed & locked door)
- If you can, run



Minnesota State Statute 121A.037 SCHOOL SAFETY DRILLS

Private schools and educational institutions not subject to section 121A.035 must have at least five school lockdown drills, five school fire drills consistent with section 299F.30 and one tornado drill.

- It is essential to practice and plan for **all** emergencies during these required drills
- Develop an action plan for notifying and directing people in common areas (e.g. cafeteria, gymnasium, auditorium, bathrooms).
- During the "all clear" notification, consider having law enforcement accompany building staff to each classroom or safe area