

AGAWAM PUBLIC SCHOOLS

LOCK DOWN PROCEDURES QUICK REFERENCE GUIDE

Terminology Transmitted by PA announcement & Radio

LOCK-DOWN FOR WEAPON RELATED VIOLENCE AND EDP

(emotionally disturbed person)

- ✓ Listen
- ✓ Quick peek
- ✓ Pull students from hall
- ✓ Lock the door
 - Once in lock-down mode you are committed.*
 - Barring a **think on your feet** moment - **do not open the door.***
- ✓ Turn off the lights, monitors and projectors
- ✓ Go to the **"Safe Spot"**
- ✓ Update attendance
- ✓ Wait for unlock procedure

HOLDING PASS/STAY IN PLACE

("Holding Passing"/"Stay in Place" stops movement)

- ✓ Listen
- ✓ Quick peek
- ✓ Pull students from hall
- ✓ Lock the door
- ✓ Update attendance
 - (You may admit people coming to the door)*
- ✓ Keep teaching
- ✓ Follow PA instructions

LOCK DOWN/HOLDING PASS OR STAY IN PLACE

- ✓ Not an escalation of response
- ✓ Different responses for different circumstance



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Dear Parent(s) and Guardian(s),

I am writing to inform you of a new safety measure our school will introduce this fall. Common sense tells us that holding a drill and practicing our response is the best way to prepare for a real emergency. We periodically conduct fire drills to ensure our staff and students know what to do if there were a real fire in our building. This fall, we will introduce a new type of drill: The Critical Incident Drill. This drill will prepare staff and students for an emergency in the building that would require us to "lock down" the building by securing all classrooms and offices. This drill has been planned by the Agawam Police Department. Faculty and staff will be trained before the drill. Students will receive instructions and training before we conduct the drill. Once we are confident that students and adults understand their roles and how they should respond during a real emergency, we will conduct a simulated "lock down" drill.

We need your assistance in order to get maximum benefit from the drill. It is important that students take the drill seriously and follow all directions during the drill. Students should not use cell phones to make calls or to text message during the drill. In a real emergency, cell phone use can actually hamper rescue efforts. Cell phone use can rapidly overload police response lines. Parents responding to cell phone messages can cause traffic problems and prevent emergency vehicles from entering or leaving a school. Students can also use text messaging and calls to spread inaccurate information and/or rumors that make it harder for police and fire personnel to respond to an emergency situation. How can you help? We need you to tell your daughters and sons to take this drill seriously. Tell them to follow directions and not to use their cell phones. No one would ever tell students that they should not take fire drills seriously. We need the same approach for the planned critical incident drill. As a school, we always stress safety. This critical incident drill is an important safety tool that will prepare our staff and students to face any type of emergency that might occur in our building. I thank you for supporting our efforts to keep students safe. If you have any questions regarding our school safety procedures, please feel free to contact me at 413 821-0521

Respectfully,

Steve Lemanski
Principal, Agawam High School