

Principal Swanson
Message re: Lockdown Drill
Friday, December 7, 2018

Good morning, HHS. I appreciate your attention for just a few minutes as I talk about an important topic: school lockdown drills and, in particular, a drill that we're going to run for the first time later this morning.

One of the most important steps we take each year to keep our school safe is to practice all of our safety drills: fire drills, stay-in-place drills, and lock-down drills. Today, after B Block, we're going to run a lockdown drill that is a little different than those we've practiced in the past. We'll be conducting the drill during passing time, which presents a few minor alterations to our ordinary lockdown procedures. Before that happens, I wanted to take this opportunity to walk you through a few reminders about some of our security procedures, including how you should respond to a lockdown during passing time.

As you may know, a "stay-in-place" order could be given during a medical or other non-emergency situation that requires the hallways to be clear. A full "lockdown" would more likely be used during an emergency event like an intruder incident or a threat outside the building. In either case, the first goal is to eliminate movement and visibility. If a lockdown is called at any time during class, students should move to a space in the classroom that cannot be seen from the hallway. You'll find that the safest space in each classroom has been marked with a red "H" sticker on the wall. Take a look in your classroom now and see if you can find that sticker. In the event of a

lockdown, your teacher will clear the hallway, lock the door, turn off the lights, draw the shades, take attendance, and await instruction. If a lockdown is called during passing time, teachers will take all of these steps. However, as teachers are clearing all students from the hallway, you will be moved into a room by a teacher you may or may not know. Once that step is complete, the lockdown will proceed as normal. The most important step a student can take in a lockdown is to follow the instructions of the adult nearest to them. All of the adults in the building, including custodians and cafeteria staff, are trained to respond to a lockdown. They will be able to provide direction and guidance.

Another step you can take to stay safe is to know what to do if a lockdown is called and you are neither in a classroom or in the corridor. For instance, you may be in a bathroom or in a stairwell and unable to make your way to a classroom before the teacher closes and locks the door. In a case like this, you should stay in or go to the nearest bathroom and remain in the stall farthest from the door. If you are too far from a bathroom to make it there safely, and if classroom doors have already been locked, you may exit the building and go far enough away to be safe while still maintaining visual contact with the school until fire and police personnel arrive. For the purposes of our drill later today, I ask that any student who exits the building under these circumstances report to one of the two flag poles: either the one by the Pleasant Street entrance or the one closer to the main door at the Union Street entrance and await further instruction.

It's worth noting that if you ever hear a fire alarm during a lockdown, you should not exit the classroom or the building unless you are instructed to do so by the teacher. Thank you for your time and attention to this critical information. Your safety and the

safety of those around you depends on our shared commitment to being prepared at all times to use the security systems we have in place. If you have any questions or concerns, please contact me, another administrator, or our school resource officer. Any of us would be happy to help you. In the meantime, please remember to follow the protocols we just described when we try this lockdown drill shortly after 10 AM, during passing time, later this morning. Thank you, and have a great day.