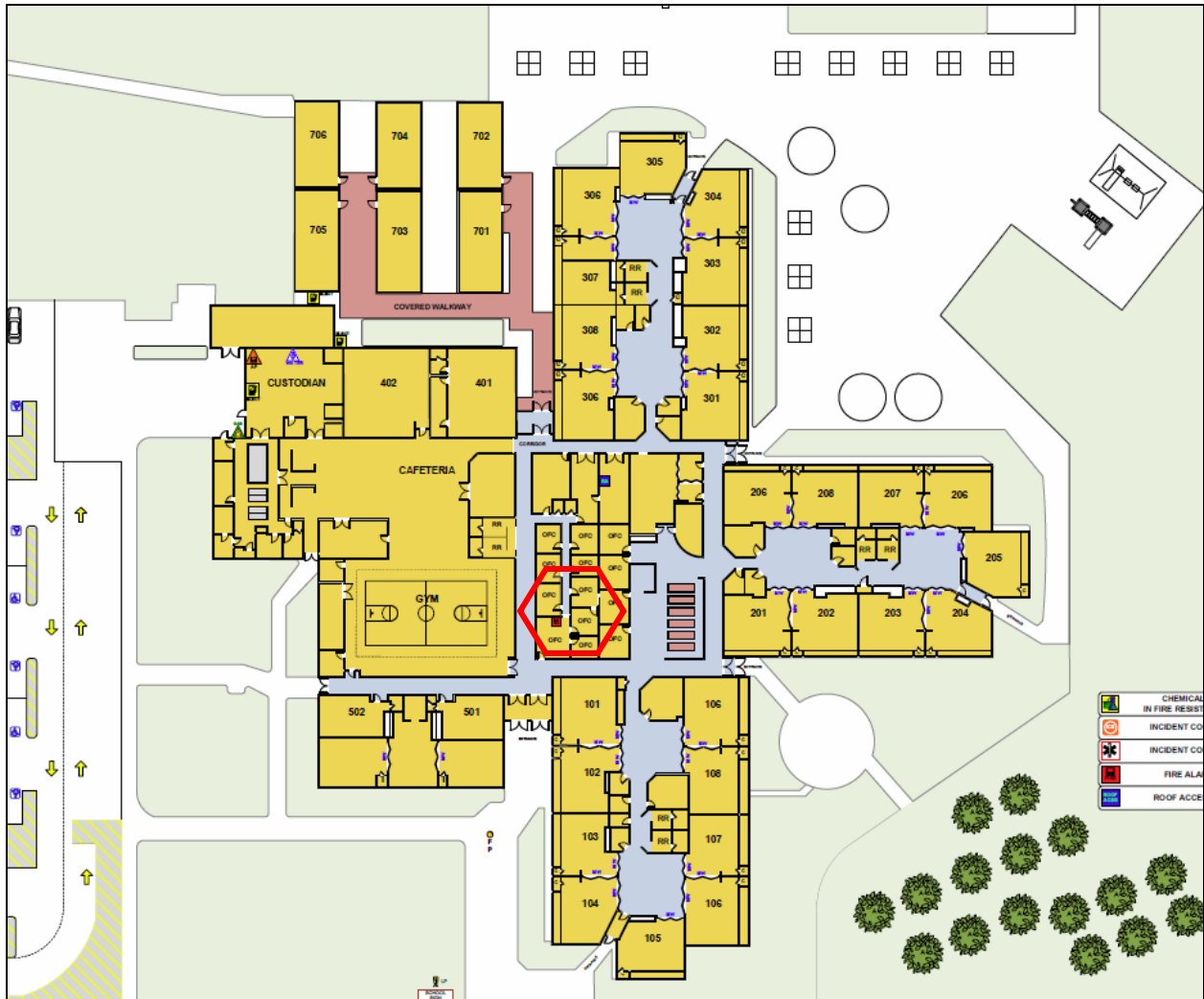


# ICS Form 201

<b>Action Plans</b>	<b>1. Incident Name</b> Lockdown	<b>2. Date Prepared</b> 9/2/2014	<b>3. Time Prepared</b> AM
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## 4. Map Sketch/



Command Post will be in the office area if possible. However, if the Incident Commander is locked down in a different area of the building, that area can serve as the Command Post.

In the event of a lockdown, call 911 immediately (This can also be done by radio if necessary). If you cannot reach the Deputy Superintendent's office by phone, use the Administrator channel to contact DSC. The Deputy Superintendent or his designee will make the decision if building administrators will use the Administrator channel or District Emergency channel. The channel used will be communicated to the Grove City Police Department Dispatch Center.

ICS 201	<b>5. Prepared by (Name and Position)</b> Jennifer Kauffeld, Principal
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## Standard Operating Procedures

1. Best Practices is to keep door locked even if your door is open.
2. Lockdowns initiated from the office will come over the PA system with the simple instructions, “lockdown, lockdown, lockdown.”
3. One teacher in each Grove will pull the gate across and lock it. One teacher will check the restrooms and one teacher will get a walkie-talkie. Each teacher has one red and one green 3x4 card. The green card is to be slid under their door if everything is OK and the red card should be used to indicate a problem.
4. Teachers will scan the ELA for students, bring them into their classrooms and lock doors if possible. Windows in the classrooms will be locked and the blinds pulled.
5. Students in the ERC will go immediately into the computer lab. However, if it is better to safely evacuate the building to a safe area, they may do so. You may not leave by vehicle, but only by foot. As soon as possible, staff should let the school know they are safe.
6. Students in the cafeteria should go into the Music Room and extra Specialist Room. However, if it is better to safely evacuate the building to a safe area, they may do so. You may not leave by vehicle, but only by foot. As soon as possible, staff should let the school know they are safe. Students on the playground should go to the Modulars. Students in PE should immediately go to the storage area. All lights should be turned off.
7. In the event of an Active Shooter, as safely as possible, do everything possible to barricade your classroom door. This can be done by securing the door handle to a table leg with a belt or piling furniture in front of the door. Students should order the students to get away from the doors and windows, and to advise the students to be quiet.
8. If at any time it is unsafe to be in the room, use whatever means is possible to leave the room. You may not leave by vehicle, but only by foot. As soon as possible, staff should let the school know they are safe.
9. During an event or drill, ignore all announcements and the fire alarm. If possible, check your email for an announcement made from DSC or a message on your phone.



**Incident Action Plan Safety & Risk Analysis Form, ICS 215A**

<b>INCIDENT ACTION PLAN SAFETY ANALYSIS</b>	<b>1. Incident Name</b> Lockdown Drill			<b>2. Date</b> 9/2/2014	<b>3. Time</b> AM
<b>Area</b>	<b>Potential Hazards</b>			<b>Mitigations (e.g., PPE, buddy system, escape routes)</b>	
	<b>Type of Hazard:</b>	<b>Type of Hazard:</b>	<b>Type of Hazard:</b>		
Room 501	Mobility			Staff assigned to Room 501 will be accountable and ask Resources for assistance if necessary.	
Room 502	Mobility			Staff assigned to Room 502 will be accountable and ask Resources for assistance if necessary.	
<b>Prepared by (Name and Position)</b> Jenniffer Kauffeld, Principal					