

**For West Linn-Wilsonville Staff Preparation for LOCKOUT
(Person of Concern - OUTSIDE)**

**Excerpted with thanks from
Beaverton School District and the ["I Love U Guys" Foundation](#)*

EMERGENCY LOCKOUT (Person of Concern is Outside)

In an emergency lockout, we are trying to keep space between us and the Person of Concern (POC-bad guy). In an emergency lockout the POC is on the outside attempting to commit crimes or escape apprehension. An emergency lockout should be called if the following conditions exist:

- Dangerous POC is out of control and traveling toward or last seen near a school:
 - POC is suspected of being armed with a weapon or committing a heinous act.
 - POC is the respondent of a restraining order and the petitioner is one of our students, parents, or a staff member.
 - POC is suicidal.

The school administrator (principal or secretary) will call for an emergency lockout using the automated emergency announcements

- Call for an emergency lockout by initiating the automated emergency announcement. There is an alert with two short tones, followed by one longer tone. The exact text will then read as follows:
"Lockout! Secure the Perimeter"
 - Students and staff are to react as if this is a drill OR a live emergency. Because of this, in the case of a drill, the admin/secretary should NOT make an announcement immediately prior to the emergency.
 - Options on how to Initiate the Automated Emergency Announcements:
 - Via the "special intercom phone" in the office (one button emergency initiation)
 - Via the website (<https://telecenteru.wlwy.k12.or.us/tcu>)
 - Click emergencies
 - Select the emergency
 - Select the school(s), (only district level people have this option)
 - Start and Confirm it
 - From any phone via the special call in number and the associated phone tree (currently disabled as it is being refined)
- The school administrator who initiated the first signal will also give the All Clear automated emergency announcement. **THIS MUST BE DONE** – otherwise bells will not work
 - There are three horns, which are then followed by the text "Attention staff and students. Please listen carefully. The emergency has ended. Please return to scheduled activities at this time." Intercoms will return to normal operating mode.

STAFF

- Teachers should bring all students into the classroom and continue the educational process.
- If possible, close drapes.
- If drapes or window coverings are not available, it is recommended that teachers gather students into an area that affords the maximum protection and concealment from windows.
- Students in gymnasiums and other specialty areas should lockout in their current locations.
- Students on recess should lockout in the gym.
- If possible, classroom teachers should go to the location of their students.
- Take roll/attendance to make sure all students are present.
- If possible, report missing students to the office via intercom or phone.
- Teachers can be given POC information and descriptions.
- Do not allow students to leave the room until you are notified in the event certain areas of the building are considered off limits.
- The custodian, principal and assigned staff should lock and monitor all exterior doors.
- Be prepared to lock all the interior doors if a full lockdown is ordered.
- Wait for further directions from law enforcement or the campus incident commander.

For West Linn-Wilsonville Staff Preparation for LOCKDOWN
(Person of Concern - INSIDE)

**Excerpted with thanks from
Beaverton School District and the ["I Love U Guys" Foundation](#)*

EMERGENCY LOCKDOWN (Person of Concern is Inside or Extremely Close)

In an emergency lockdown, we are locking ourselves in our current location. We are trying to get and keep space between us and the person(s) of concern (POC - bad guy). In a lockdown, the POC is usually on the inside attempting to commit crimes. However, an emergency lockdown can be called if the POC is outside and close enough that movement within the building could be dangerous.

The school administrator (principal or secretary) will call for an emergency lockdown using the automated emergency announcements

- Call for an emergency lockdown by initiating the automated emergency announcement. There is an alert with three short tones, followed by one longer tone. The exact text will then read as follows:
"Lockdown! Locks, Lights, Out of Sight."
 - Students and staff are to react as if this is a drill OR a live emergency. Because of this, in the case of a drill, the admin/secretary should NOT make an announcement immediately prior to the emergency.
 - Options on how to Initiate the Automated Emergency Announcements:
 - Via the "special intercom phone" in the office (one button emergency initiation)
 - Via the website (<https://telecenteru.wlwg.k12.or.us/tcu>)
 - Click emergencies
 - Select the emergency (select the school(s), only district level people have this option)
 - Start and Confirm it
 - From any phone via the special call in number and the associated phone tree (currently disabled as it is being refined)
- The school administrator who initiated the first signal will also give the All Clear automated emergency announcement. **THIS MUST BE DONE** – otherwise bells will not work
 - There are three horns, which are then followed by the text "Attention staff and students. Please listen carefully. The emergency has ended. Please return to scheduled activities at this time." Intercoms will return to normal operating mode.
- Only after the lockdown has achieved success should a roll call be activated. Calling roll/attendance during the lockdown could reveal students and staff to the POC.

STAFF

- Teachers should bring all students into the classroom and wait for further instructions.
- If possible, keep drapes/blinds open! (Emergency response and law enforcement needs to be able to see into the building to help).
- It is recommended that teachers gather students into an area that affords the maximum protection and concealment from windows and doors.
- Some of our schools do not provide lockable classrooms. Therefore entire wings need to be locked to segregate themselves from the bad guy. In some schools it would be appropriate to place large numbers of students in the gyms and cafeterias where they could lock themselves in for protection from the bad guy.
- Students in PE and other specialty areas should lockdown in their locations.
- Students on recess may lockdown in the gym or move to an approved evacuation point.
- If possible, keep drapes/blinds open! (Emergency response and law enforcement needs to be able to see into the building to help).
- If possible the classroom teacher should gather as many students as possible into their protection.
- It is unimportant which class a student belongs in as long as they are safely secured.
- Do not send carriers into the halls.
- Do not allow students to leave the room.
- If possible the teachers, custodians and principal should lock all doors that will provide them further protection.
- Wait for further instruction.