

New Haven Public Schools

LOCKDOWN PROTOCOL

Schools that are placed in Lockdown based on the decision of New Haven Police Department (NHPD), Central Office (directive from Superintendent, Director or Chief Operating Officer) and Security or by the Principal must follow the following procedure:

1. **Principal or designee will initiate Lockdown at the school via public address (PA) system and calling 9-1-1 if appropriate;**
2. For schools with a panic button, if it's pressed the building shall go into Lockdown locking all interior and exterior doors.
 - a. The panic button once pushed shall automatically signal 911 notifying local law enforcement that the school is in lockdown and that immediate response is necessary. Local law enforcement shall notify NHPS Security Department (475-220-1681 or 475-220-1645).
3. All Key Card access shall be disabled during a Lockdown excluding School Security and the local police department. They can only be re-activated by the Security Department once it had been established there is no further threat.
 - a. The panic button once pushed shall automatically notify Security at the Command Center currently located at 375 Quinnipiac Avenue that the school is in code red and currently in lockdown mode.
4. Principal or designee will call Central Office at (475) 220-1000 to report that a Lockdown has been initiated;
5. Central Office will communicate via group email that the Lockdown has been initiated. Email will include Executive Team, Facilities, Security Director, Transportation and Food Services;
 - a. Superintendent, Security Director and Designated Senior staff will coordinate with NHPD and other resources as needed in response to cause of Lockdown;
 - b. Security Director or designee will coordinate with NHPD and report and manage the Security response to the cause of the lockdown;
 - c. Facilities, Food and Transportation will make appropriate arrangements to avoid sending staff into a Lockdown situation and will stand by to assist as needed;
 - d. Directors will support school(s) as needed;
 - e. Communications Director will coordinate all media releases.
6. School will consider use of Parentlink communication to notify parents regarding Lockdowns, whether a drill or actual event, in order to maintain clear lines of communication with parents and limit any potential for confusion.
7. If it is determined that the lockdown is false Principal or their designee shall call Police Dispatch canceling the need for police. However, Police shall continue to scene to verify. Dispatch will request Principal and or Designee to step outside to meet the responding officers to verify the building is safe.

At the conclusion of the Lockdown, when the Lockdown has been lifted by the same entity who first initiated the Lockdown and/or through the joint decision of the Principal and Superintendent or Central Office designee, the following steps will be taken:

1. Principal or designee (who made the lockdown call) will formally take the school out of Lockdown via PA system by announcing **Code White**, signifying an “all clear” status;
2. Principal or designee will call Central Office at (475) 220-1000 to report the termination of the Lockdown;
3. Central Office staff will communicate via group email that the Lockdown has been terminated. Email will include Executive Team, Facilities, Security Director, Transportation and Food Services;
4. School resumes normal operations.
5. Key cards are reactivated by the Security Department.

Other Factors to Consider

Schools are equipped with remote door access buzzer and video systems.

It is recommended that schools keep all doors locked during the school day and require all visitors to enter the school through the designated main entrance where the remote access is in place.

Sign in at the main office or other designated location with Security should be required for all visitors without exception (a suggested sign-in sheet is contained in the Facilities Policies & Protocols Guide).

Staff, including Facilities staff and other supervisors, should also use the designated main entrance and follow sign-in procedures.

Limited exceptions to the main entrance would include food deliveries and facility deliveries to the designated loading dock areas. Absent a delivery, such areas should remain locked.

By keeping all doors to the school locked and by using the designated, single main entrance the schools are in a de-factor Lockdown or protected state at all times during the school day with the exceptions of scheduled recess and other class outings that are scheduled.

Should a Lockdown be initiated, all that needs to happen is to no longer buzz anyone in the front door and make sure all other doors are secure. Directors will determine if neighboring NHPS' school should be notified that a school in close proximity (within two mile radius) is in Lockdown and alert them. Clarity of the types of Lockdowns and what they include must be firmly established. At this point, we have three levels:

1. Lockdown – CODE RED: The school is locked and internal rooms are locked and everyone moves to the designated corner or safe area within the room;

2. Modified Lockdown – CODE PURPLE: The school is locked and no one is allowed to enter or exit but building occupants can move around inside;
3. Modified Lockdown – CODE BLUE: The school is locked, no access authorized and movement inside is restricted but instruction may continue.

For each level of Lockdown Principal or designee who made the initial lockdown call will formally take the school out of Lockdown via PA system by announcing **Code White, signifying an all clear status.**



NEW HAVEN PUBLIC SCHOOLS

NOTIFY 475-220-1681 OF THE LOCKDOWN Drill***

SCHOOL: _____

DATE: _____

START TIME: _____

END TIME: _____

PASS: ____ FAIL: ____

CONDUCTED BY: _____

DIRECTIONS: Evaluate each school with respect to each question by placing an “X” in the columns labeled YES or NO. YES responds are indicators of safe school conditions. Please, be specific with your reason for YES or NO in the comment area. IF YOU CHECK “NO” FOR 3 OR MORE AREAS IT IS AN AUTOMATIVE FAILURE. IF PERIMETER DOORS ARE BREACHED OR LEFT UNLOCKED, THAT IS ALSO AN AUTOMATIVE FAILURE.

* All students in the building got into a secure location within reasonable time frame (less than 5 minutes):	YES: __ / NO: __
* Doors to all classrooms are locked and secured:	YES: __ / NO: __
* Lights are turned out:	YES: __ / NO: __
* Everyone in rooms moved away from windows:	YES: __ / NO: __
* They are out of view to the best of their ability:	YES: __ / NO: __
* All rooms are quiet (if any room or area in building is noisy, School receives warning and needs to be revisited):	YES: __ / NO: __
* No movement in building:	YES: __ / NO: __
* “LOCKDOWN” Is heard throughout building (no dead spots):	YES: __ / NO: __
* “LOCKDOWN” is heard or communicated to those outside the building	YES: __ / NO: __
Additional Comments:	

PRINCIPAL’S SIGNATURE: _____

PLEASE EMAIL THIS COMPLETED FROM TO: Salina.Manning@new-haven.k12.ct.us