

Bloom Montessori School's "LOCKDOWN PROCEDURES"

1. If you hear a director announce, "LOCKDOWN" in person, everyone is to stay **where they are**.

Classroom teachers are to:

- Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
- Lock your door.
- Lower or close any blinds.
- Place students against the wall, so that the intruder cannot see them looking in the door.
- Look for the 'Safe Corner'.
- Turn out lights and computer monitors.
- Keep students quiet.
- **Note:** All staff members should locate and hold on to their Sign In Book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.
- Physical education classes being held outside should move to a secure place and or safe area, if able to lock all doors.
- If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate depending on the situation.
- If teachers and students are in the bathrooms, they should move the farthest away from the door, lock it and be quiet.
- Anyone in the hallway should move to the closest classroom immediately.
- Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate.
- Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
- An administrator will signal all personnel if the "lockdown" has been lifted.

- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or Administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication with radios or cell phones.

EVACUATION PROCEDURE

1. Possible reasons for an evacuation to be initiated:

- An incident after a lockdown;
- Fire
- Natural gas leak
- Hazardous chemical leak inside the building
- Localized flooding
- Fumes from an unknown source

2. Persons who can call for an evacuation

- Administrators;
- Teachers;
- Office staff;
- Law enforcement

3. Office staff or school administrators are to call 911 and notify Director's Office.

Evacuation Drill

- An evacuation drill maybe initiated by personal contact from an administrator or law enforcement officers or via an announcement.

Classroom teachers should:

- Listen for specific directions.
- Immediately instruct students to shut off monitors, equipment, etc.
- Locate and take attendance book;
- Turn off air conditioner if possible;
- Turn off lights;
- Close windows;
- Close doors but do not lock;
- Exit quickly but do not run;
- While exiting, scan areas for anything out of the ordinary and to ensure all students have exited;
- Go to a safe distance as designated;
- Keep students quiet in the event of further directives;

2. An administrator will signal all personnel when the building is safe to reenter.

LOCKDOWN PROCEDURE

The lockdown/shelter-in-place code is "Lockdown" or an administrator will inform you in person.

1. Reasons for a lockdown to be initiated:

- An out of control student who is a threat to the safety of our students, staff, or himself/herself;
- Someone who has a gun or weapon;
- An intruder;
- Hazardous chemical outside the building;
- A weather related event;

2. Persons who can call a lockdown;

- Administrator;
- Teacher;
- Law enforcement;
- Office staff;

LOCKDOWN CHECKLIST

1. Parents were informed prior to a drill or after an actual event. _____
2. Scenario was reviewed with staff prior to the event. _____
3. Student/staff went inside, closed the doors, and closed and locked all windows. _____
4. Hang signs on outside doors and office indicating a lockdown is occurring. _____
5. Roll call of students and staff. _____
6. Turn off air conditioning/exhaust fans. _____
7. Close drapes and curtains. Window panel in door should be unobstructed. _____
8. Rooms were designated for people to go to during a drill. _____
9. Turn off pilot lights, but electricity should remain on. _____
10. Call 911 (non emergency # during drill) and alert central office. _____
11. Check whether anyone left the building during drill or actual event. _____
12. Debriefing after drill or event. _____

BOMB THREAT PROCEDURE

1. As caller calls in threat, 'Bomb Threat Information Form' should be completed.
2. Immediately after receiving a bomb threat call, hang up and dial '9' and '*57'.
3. Notify **Police at 406-442-3233** Listen for the confirmation announcement and hang up
4. Quickly scan your immediate area of building prior to evacuation. (Devices are more likely to be outside or in a common area.)
5. If bomb threat is determined to be real, follow 'Evacuation Procedure' or 'Lockdown Procedure' as determined by threat. **Note:** Radios/cell phones/pagers should be turned off during a bomb threat. Electronic communication signals could trigger certain types of bombs.

6. Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately!!!!

TELEPHONE BOMB THREAT CHECKLIST INSTRUCTIONS:

BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ **TIME:** _____ **DATE:** _____

_____ **CALLER'S IDENTITY SEX:** Male _____ Female _____ Adult _____

Juvenile _____ **APPROXIMATE AGE:** _____ **ORIGIN OF CALL:** Local _____

Long Distance _____ Telephone Booth _____ **VOICE**

CHARACTERISTICS SPEECH LANGUAGE _____ Loud _____ High Pitch _____ Raspy _____

Intoxicated _____ Soft _____ Deep _____ Pleasant _____ Other _____ Fast _____

Distinct _____ Stutter _____ Slurred _____ Slow _____ Distorted _____ Nasal _____

Other _____ Excellent _____ Fair _____ Foul _____ Good _____ Poor _____

Other ACCENT MANNER BACKGROUND NOISES _____ Local _____ Foreign _____ Race

_____ Not Local _____ Region _____ Calm _____ Rational _____ Coherent _____ Deliberate _____

Righteous _____ Angry _____ Irrational _____ Incoherent _____ Emotional _____ Laughing _____

Factory _____ Machines _____ Music _____ Office _____ Machines _____ Street _____ Traffic _____

Trains _____ Animals _____ Quiet _____ Voices _____ Airplanes _____ Party _____

Atmosphere _____

BOMB FACTS PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS

LIKE: When will it go off? Certain Hour _____ Time Remaining _____ Where is it located?

Building Area _____ What kind of bomb? _____ What kind of

package? _____ How do you know so much about the

bomb? _____

_____ What is your name and address?
