

SCARSDALE HIGH SCHOOL

TO: All High School Staff
FROM: Christopher Griffin
DATE: September 6, 2022
RE: Lockdown Drill

This year, as per New York State regulations, we will be conducting 4 lockdown drills.

A lockdown is considered the safest course of action for staff and students when there is a serious threat, such as an armed intruder or armed student, in the building.

Please follow these important guidelines when you hear the announcement “THE BUILDING IS NOW IN LOCKDOWN. THE BUILDING IS NOW IN LOCKDOWN”:

1. All students must remain in your classroom or office. Please check the halls for students and take them into your location. If you are away from your classroom, bring your students and any other nearby students into the nearest classroom. If you are unassigned, please stay in or go to the nearest room or office.
2. Lock classroom or office doors, close windows, draw shades and turn off the lights.
3. Students and staff must sit in complete silence in a spot that is away from windows and doors.
4. Students and staff cannot make any outgoing telephone calls (land lines and/or cell phones).
5. Teachers must take attendance, including any students who may have come into your room or office from the hall, and be prepared to report these names to the office/police.
6. Doors should remain locked throughout the lockdown. In the case of a drill, a staff member will open your door and say that the drill is now over. At that point, you may return to your normal routine. A general announcement will be made after everyone has been released, acknowledging that the drill is over. In the case of a real emergency, all doors must remain locked until police arrive and evacuate everyone inside.
7. If you are outside with students and hear the lockdown announcement, move students to a place of safety (DO NOT ENTER THE BUILDING), notify the main office of your location if possible, and await instructions from the police. In the case of a drill, you may return to your normal routine when released by an appointed staff member.

WE MUST DO OUR BEST TO ENSURE THAT EVERYONE IS SHELTERED IN A LOCKED OFFICE OR ROOM AND REMAIN SILENT FOR THE ENTIRE PERIOD OF THE LOCKDOWN.

Instructions for Special Locations:

If students are in **Gyms 1, 2, 3, and/or 4**, they should be moved into the locker room as quickly as possible. The doors to the locker rooms will be locked and students will be guided to seek shelter in safe areas. Students in **Gyms A** will lockdown in place.

Students in the **lunch room** should be moved to the far side away from the most visible open areas and asked to huddle together; students and teachers can turn tables on their sides for protection if necessary.

Students who are **outside** should drop to the ground and remain still and/or huddle in a place less visible from the building.

If you are in a **bathroom**, you should try to move quickly out of the bathroom and into a nearby classroom or office. If that is not possible, move into a stall and crouch on the toilet so feet, hands and head are hidden from view.

Students and staff who are in the **hallways** should immediately move into the nearest class.

Students and staff in the **library** should seek shelter under tables, or in aisles. Lock the door, turn out the lights.

Students and staff in the **Commons Area outside the auditorium** should immediately and quickly move to the band room.

Students and staff, who are in the **Orchestra room**, will move across the hall into the band room to limit exposure.

If in the **Commons Area adjacent to the lunchroom**, should move immediately and quickly to the lunch room.

If in the **auditorium**, advise students to crouch in between the rows to limit visibility. Small groups can hide behind the stage.

If in the **Learning Commons**: All students must remain in the Learning Commons. Please check the halls for students and take them into the location. Lock the Learning Commons' doors and turn off the lights. Students and staff must sit in complete silence in a spot that is away from windows and doors. You can direct students into the meeting/learning spaces - lock the doors and draw the shades. You can also direct students into the iLab, and lock the doors.

If in the **courtyards**, locate nearest doors with panic bars, enter the building, and locate closest safe place (classroom, office, closet, etc).

IMPORTANT: If you are in a state of lockdown and you hear the fire alarm, you DO NOT leave the room unless you see fire or see/smell smoke. In the event that you must evacuate, you would use the nearest exit, the standard evacuation route, or any route that you judge to be the most expedient.