



Lockdown Drill Modification Example

Afterschool programs' use of various spaces throughout a building may differ from the host organization's use of the building. Therefore, it is important to work with the organization's safety team to revise safety plans based on differences in usage. Below is a sample of a lockdown drill from a host organization, along with modifications for the afterschool program that reflect differences in space usage and access.

| Host Organization Drill | Afterschool Program Drill | Reason for Modification |
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| Lockdown is called over the intercom. | Lockdown is called through a megaphone and via text message. | Site coordinator does not have access to the intercom system. |
| Classroom teachers glance in the hallway, call students and staff inside, and lock the door. | | |
| Turn out lights and computer monitors. Silence cell phones. | | |
| Lower or cover any blinds. | | |
| Students go into the nearest classroom and sit against the wall. | Students sit against the wall furthest from the door and out of sight. | Program staff are not provided with keys to classroom coat closets, which are locked by teachers at the end of each day. |
| Students should remain quiet. If an active threat to life enters the room, everyone must take action to escape by the nearest, safest route. | | |
| Groups should remain in the space until an administrator or law enforcement officer unlocks the door or announces the drill's end. Note: Only during a drill is an announcement considered sufficient notice that it is safe to unlock the door. | | |