To: FLS Parents

From: M.W. Chrispin

RE: Lockdown Drill Information

Date: 18 OCT 17

In accordance with Ohio Revised Code 3737.73(D), all schools must conduct at least one lockdown safety drill during the school year. This drill, much like fire and tornado drills, is designed to protect the safety of our students and staff by preparing them to respond calmly and effectively in the case of a real emergency.

**What is a lockdown drill?**
A lockdown is defined as a drill “to instruct students in procedures to follow in situation where students must be secured in the school building (instead of rapidly evacuated) in response to an act...of violence,” (ORC 3737.73(D)).

**What is the reason for a lockdown?**
A lockdown is intended to provide additional security, isolation, and protection of students and staff in the event of an intruder or other potential threat inside the school.

**What happens in a lockdown?**
Students and adults are required to clear halls and other open spaces and go to the closest classroom or other areas that provides cover. Teachers and staff lock doors and windows, turn out lights, and huddle occupant out of sight. It is important for students to remain calm and quiet, and to follow staff members’ instructions at all times.

**How has the district prepared for lockdowns?**
School administrators, teachers and staff have received detailed instructions and training about what to do when a lockdown occurs. Teachers have explained the lockdown procedures to students using age-appropriate language (to avoid frightening children). All students, teachers, and staff will practice lockdowns through the process of an annual drill.

**How can parents help?**
It is essential that parents and their children take emergency preparedness seriously. Parents are encouraged to discuss the lockdown procedures, reasons for lockdowns, and the practice drill with their children. Please call the building offices for more information and ways to further prepare students (especially young children) for school lockdowns.
How would parents be notified in the case of a real lockdown or other serious incident?
The district may use one or more means of communication, depending on the availability and the nature of the incident. Communication options include the district website, phone, and news media. Parents should make sure the contact information found in PowerSchool is current at all times.

What are the schools doing to prevent intruders from entering the building?
The building has a designated door for visitors; other doors are locked during the school day. Visitors must sign in and anyone without a visitor pass is to be reported to the office immediately. Our best defense against intruders is vigilance. Adults and students who see any suspicious person, observe behavior that causes concern, or hear of any threat, should notify an administrator immediately.