

Lockdown Drill Preparation Guidelines

Dear Teachers,

As part of our commitment to ensuring the safety of our students and staff, we are implementing a lockdown drill. Below are the preparation guidelines to help you prepare your classroom and students for this important event.

Lockdown Drill Guidelines

1. **Review Lockdown Procedures:** Familiarize yourself with the lockdown procedures as outlined in the school emergency plan.
2. **Prepare Your Classroom:** Ensure that all doors and windows can be securely locked or barricaded.
3. **Create a Safe Space:** Identify a safe area in your classroom where students can remain quiet and out of sight.
4. **Communicate with Students:** Explain the purpose of the drill to your students calmly and reassure them about their safety.
5. **Conduct a Practice Session:** Organize a practice session ahead of the drill to familiarize students with what to expect.
6. **Stay Informed:** Keep an eye on school announcements regarding the drill and any changes to procedures.

During the Drill

- Secure your classroom immediately when instructed.
- Instruct students to remain silent and calm.
- Use your classroom phone to report any concerns to administration.

Thank you for your cooperation and for helping to ensure a safe environment for our students.

Sincerely,
Your Administration Team