**LOCKDOWN DRILL CHECKLIST**

<table>
<thead>
<tr>
<th>Procedure / Action</th>
<th>Considerations for Drills</th>
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| 1. Faculty, staff, students and guests are informed about the drill prior to start. | **Multiple Conditions**  
Lockdown situations may occur at other than routine classroom time including:  
- Lunch when cafeterias are occupied  
- During class changes  
- Arrivals and dismissals  
- Before sunrise  
- After sunset |
| 2. Staff advised of their responsibilities during a Lockdown Drill. |  |
| 3. All occupants participate in the drill. |  |
| 4. Faculty, staff, students and guests receive preparedness instruction prior to the Lockdown Drill event or visit Lonestar.edu/lockdown. |  |
| 5. The Lockdown Alerting/Announcement procedure are clearly communicated and understood. |  |
| 6. Register for LoneStarCollegeAlerts by visiting Lonestar.edu/lonestarcollegealert. |  |
| 7. Students/staff are secured and following procedures:  
a) Lock/block doors and windows  
b) Silence cell phones  
c) Draw shades/blinds  
d) Lights off  
e) Hide behind large objects or seated on floor in corner  
f) Stay out of view  
g) Remain quiet  
h) **In high-rises:** consider in-building relocations or other options if it were a real event. | **Simple Language Lockdown Announcements**  
Plain English is used to announce a Lockdown.  
- Ensure it can be heard/communicated everywhere on campus  
- An “ALL Clear” is issued to terminate the Lockdown so everyone can recognize the emergency situation has been resolved. |
| 8. When minors are on campus, roll call/attendance is taken for students and school staff members. | **Shelter-in-Place**  
External threats may require campus personnel to take necessary actions to secure the building depending on the nature of the danger, hazard or toxic threat. Examples include a chemical or biological agent require sealing the premises for infiltration. Action required may involve:  
- Turning off HVAC systems and water supply lines  
- Covering air intakes  
- Sealing exterior doors and windows  
- Additional instructions as provided. |
| 9. Hallways, bathrooms *and open areas are cleared, and students directed to closest safe classroom. (*In a real lockdown situation occupants can remain in bathroom) |  |
| 10. Announcement are clearly made to signal the end of the Lockdown and indicate the drill/exercise was over. |  |