



LAREDO INDEPENDENT SCHOOL DISTRICT
900 E. Lyon St. Laredo, Texas 78040 • Ph. 956-273-1141
Plant Facilities and Support Services
Safety/Crisis Management

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To: All Principals

From: Victor G. Mora, CSHO, Safety/Crisis Management Officer

Thru: Angel Velazquez, Executive Director for Plant Facilities and Support Services

Re: Mandatory Lockdown Drills

Date: 8/15/14

Please review with all teachers and staff your campus lockdown procedures before the first day of school included in your campus Crisis Flip Chart. We recommend performing a lockdown drill the first week of school (August 25-29, 2014 and a second lockdown drill the following week (September 1-5, 2014). These lockdown drills should be practiced separate from the fire drills and not in conjunction with any other drills.

Please utilize your Campus Emergency Response Team (CERT) to ensure that all teachers and staff are properly practicing the lockdown procedures. Please use the new drill log and keep it in a central file on campus.

Basic Lockdown procedures tips:

- ✓ PA announcement: Lockdown, Lockdown, Lockdown
- ✓ All teachers and staff go to the doorway and quickly scan and gather any student or staff in the immediate hallway for rescue out of hall
- ✓ Classroom doors are shut and locked
- ✓ Classroom lights are turned off
- ✓ Windows are covered
- ✓ Student accountability
- ✓ Check for medical emergencies
- ✓ Ensure window cover advises responders of medical emergencies
- ✓ Silence cell phone
- ✓ Keep all students quiet and away from danger
- ✓ Release only after campus administrator has been given the all clear from law enforcement