

# CAPITAL AREA SCHOOL FOR THE ARTS (CASA) CHARTER SCHOOL

No. 805.3

SECTION: OPERATIONS

TITLE: LOCKDOWN/SHELTER IN  
PLACE POLICY

ADOPTED: 4/29/2020

The purpose of this Lockdown and Shelter-in-Place Policy is to act as a guide for the Capital Area School for the Arts Charter School ("Charter School"), Charter School employees, students, Board members, and community members to address a wide range of potential crisis situations in the Charter School or surrounding area. This Policy will provide guidance prior to, during, and after any emergency or potential crisis situation.

## **Decision Making**

1. When a volatile incident exists at the Charter School Facility or surrounding area, prior to police arrival, any decision to evacuate, Lockdown, or shelter-in-place will be made by the Chief Executive Officer or his/her designee.
2. When the local police department or law enforcement agency arrive at the scene, they will be the lead agency. The police will coordinate and direct all actions. Charter School will comply with all police instructions.

## **Lockdown**

At the order of the Chief Executive Officer or his/her designee or the local police department or law enforcement agency, Lockdown procedures may be issued in situations involving dangerous intruders, severe weather, other incidents in or around the Charter School, or other crisis situations that may result in harm to persons inside the school building.

- The CEO or his/her designee will issue the Lockdown order by announcing a warning over the public address system, sending a messenger to each classroom or other alternate method.
- Direct all students, staff and visitors into classrooms or secure rooms.

- Lock all external and internal doors.
- Cover windows of classrooms.
- Everyone is to remain in his/her assigned room.
- The local police department or law enforcement agency and/or the CEO or his/her designee shall determine whether the Lockdown shall be internal or external.
  - External Lockdown: If the threat to students is outside the school, the CEO may order an External Lockdown. Under the External Lockdown, the external doors to the school are locked, and no person may enter or leave the school. However, students, staff, and visitors are free to move within the confines of the school.
  - Internal Lockdown: If the threat to students is within the school or unknown, the CEO may order an Internal Lockdown. Under the Internal Lockdown, all doors are locked. No person may leave his/her assigned room. No one will be permitted to enter or leave the Charter School.
- The Lockdown shall not be lifted until the local police department or law enforcement agency states that the danger is over or has been removed.
- When the local police department or law enforcement agency consents to lifting the Lockdown, the CEO or his/her designee shall notify the Charter School by making an announcement over the public address system, sending a messenger to each classroom or other alternate method.
- No person may enter or leave the school until the local police department or law enforcement agency consents to lifting the Lockdown.

### **Shelter-in-Place**

Shelter-in-Place provides refuge for students, staff, and public within school buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into Lockdown once inside.

At the order of the CEO or his/her designee or the local police department or law enforcement agency, Shelter-in-Place procedures may be issued in situations involving severe weather or other incidents in or around the Charter School that may result in harm to persons inside the school building.

- The CEO or his/her designee will issue the Shelter-in-Place order by announcing a warning over the Public address system, sending a messenger to each classroom or other alternate method.
- All students, employees, and visitors will be moved to his/her designated safe area.
- Teachers will take class roster. The CEO or his/her designee will contact each teacher for a headcount
- All exterior doors and windows shall be closed.
- Begin Lockdown, if needed.
- All persons must remain in safe areas until the local police department or law enforcement agency states that the danger is over or has been removed.
- No person may enter or leave the school until the local police department or law enforcement agency consents to lifting the Shelter-in-Place order.