

Standard Operating Procedure (SOP): Lockdown Procedures for Intruder or Threat Situations

This SOP details **lockdown procedures for intruder or threat situations**, including identification of threats, immediate response actions, communication protocols, securing entry points, ensuring occupant safety, coordination with law enforcement, and post-incident evaluation. The goal is to protect all individuals on the premises by enforcing a swift and organized lockdown to minimize risk and enhance security during emergency intruder events.

1. Purpose

This SOP provides a standardized response for all staff during intruder, active threat, or similar emergency situations requiring a lockdown to ensure the safety of occupants.

2. Scope

This procedure applies to all personnel, visitors, and occupants within the facility or campus during any intruder or credible threat event.

3. Identification of Threat

- Recognize indicators of an intruder or external/internal threat (e.g., unauthorized individual, credible warnings, suspicious activity).
- Report observed threats immediately to the designated authority (e.g., security, front desk, administration).

4. Immediate Response Actions

- Upon confirmation or credible report, activate the lockdown protocol.
- Initiate lockdown alarm or notification across the facility.
- Staff, students, and visitors proceed to the nearest secure location.

5. Communication Protocols

- Immediate notification via all available channels: intercom, text, alarm, or emergency alerts.
- Provide clear and calm instructions: **"This is a lockdown. Secure yourself immediately."**
- Maintain ongoing updates as the situation develops, if safe to do so.

6. Securing Entry Points

- Close and lock all doors and windows.
- Cover windows if possible.
- Turn off lights and silence mobile devices.
- Reinforce entryways if additional barricading is required.

7. Ensuring Occupant Safety

- Direct everyone to move away from doors and windows and remain low and out of sight.
- Remain quiet and do not open doors until official notification is given by law enforcement or designated authority.
- Render aid to injured persons only if safe to do so.

8. Coordination with Law Enforcement

- Notify local law enforcement as soon as a threat is identified.
- Share detailed information: location, description of threat, and number of occupants.
- Follow all instructions provided by responding officers.

9. All Clear and Reunification

- Only the designated authority or law enforcement may issue the "all clear."

- Communicate instructions for ending the lockdown and guide the safe reunification of occupants.

10. Post-Incident Evaluation

- Conduct a debriefing with staff and law enforcement.
- Review the effectiveness of the lockdown response.
- Update procedures and provide additional training as necessary.

References

- Local law enforcement emergency response protocols
- Occupational Safety and Health Administration (OSHA) guidance
- Relevant facility or campus emergency plans