

# SOP Template: Lockdown and Shelter-in-Place Procedures for Intruders/Threats

This SOP details **lockdown and shelter-in-place procedures** designed to protect individuals during intruder or threat situations. It includes steps for initiating a lockdown, securing all access points, maintaining communication with authorities, ensuring the safety and accountability of personnel, and guidelines for remaining sheltered until the threat has passed or further instructions are given. The goal is to minimize risk and enhance preparedness during emergency intrusions or security threats.

## 1. Purpose

To outline standardized procedures for responding to intruder or security threat situations by initiating a lockdown or shelter-in-place to ensure the safety of all occupants.

## 2. Scope

This SOP applies to all staff, students, visitors, and contractors present on the premises during intruder or related threat incidents.

## 3. Responsibilities

- **Incident Commander/Security Lead:** Initiates procedures, communicates with authorities, and directs response actions.
- **All Staff and Supervisors:** Secure rooms/areas, account for individuals, and enforce compliance.
- **All Occupants:** Follow instructions promptly and remain calm.

## 4. Procedure

1. **Threat Identification & Initiation**
  - If an intruder or security threat is detected or reported, immediately notify security or call emergency services (e.g., 911).
  - Announce or activate the **Lockdown** protocol through the designated alert system or intercom.
2. **Lockdown & Shelter-in-Place Steps**
  - Close and lock all doors and windows.
  - Turn off lights and silence mobile devices.
  - Move individuals away from windows and doors; take shelter in concealed areas.
  - Block doorways with heavy furniture if possible, without impeding emergency egress.
  - Maintain silence and avoid drawing attention.
3. **Communication**
  - Maintain communication with authorities using landlines, approved apps, or messaging (if safe to do so).
  - Do NOT open doors or respond to requests for entry unless verified as safe by known personnel or authorities.
  - Provide updates on location and status to emergency responders when possible.
4. **Accountability**
  - Staff must account for all individuals in their area as soon as it is safe.
  - Report any missing or extra persons to emergency responders as soon as possible.
5. **All-Clear & Evacuation**
  - Remain in lockdown until official "all-clear" notification is given by authorities.
  - Follow directions for safe evacuation if required.

### Important:

- Do NOT emerge from shelter or unlock doors until instructed by law enforcement or the designated authority.
- Familiarize all staff and occupants with these procedures through regular drills and training.
- Update emergency contacts and communication plans regularly.

## 5. Post-Incident Actions

- Ensure all-clear has been communicated to all occupants.
- Provide or seek medical assistance if necessary.
- Debrief staff and occupants; offer counseling/support services as needed.
- Review and evaluate incident response for lessons learned and improvements.

## 6. Revision & Review

This SOP should be reviewed and updated annually or following any incident or change in threat level, facility design, or personnel assignment.