



## School Lockdown Protocol (SOP)

### 1. Purpose

This protocol establishes standardized actions for Lockdown conditions at educational facilities protected by Black Flag Security. A Lockdown is initiated when there is a direct, immediate threat inside the school or a violent threat attempting to enter.

### 2. Scope

Applies to all Black Flag School Security Officers, Supervisors, Dispatch, School Administration, and Law Enforcement partners.

### 3. Definitions

Lockdown: All doors locked, movement stops, concealment enforced, lights off, silence maintained.

Immediate Threat Examples: Active shooter, armed intruder, forced entry attempt, violent assault inside building.

### 4. Initiation Criteria

Lockdown must be initiated when any of the following are present:

- Threat inside building
- Threat forcing entry
- Credible imminent threat per officer or law enforcement intelligence

### 5. Authority to Initiate

Lockdown may be initiated by Admin, Black Flag Officer, Law Enforcement, or Dispatch relaying confirmed threat. Officers have full authority to initiate without admin approval when threat is immediate.

## 6. Immediate Officer Actions

1. Announce Lockdown if safe: 'LOCKDOWN, LOCKDOWN, LOCKDOWN — this is not a drill.'
2. Move to cover, avoid open hallways.
3. Radio: 'Dispatch, this is [Name]. LOCKDOWN at [School]. Active threat.'
4. Observe and report without exposing self.

## 7. Staff & Student Procedures

- Lock classroom doors, turn off lights, barricade doors.
- Move to concealed, low-visibility positions.
- Remain silent.
- Ignore fire alarms unless smoke or fire is confirmed.

## 8. Officer Duties During Lockdown

- Do not attempt solo clearing.
- Maintain cover, track threat movement.
- Relay intel to dispatch.
- Provide first aid when safe.

## 9. Coordination with Law Enforcement

Upon LE arrival: Identify as Black Flag, give brief intel, follow commands, avoid shadowing tactical teams.

## 10. Termination

Only LE Incident Commander or Admin with LE approval may end Lockdown. Officer supports controlled evacuation, documentation, and return to normal operations.

## 11. Documentation Requirements

- BFS Incident Report
- BFS Threat Response Log
- CLEET daily log
- Witness statements
- Physical security breach documentation

## 12. Training Requirements

Officers must demonstrate proficiency in:

- Threat identification
- Protective positioning
- Radio command under stress
- Decision-making for barricade vs evacuation
- LE coordination

Drills: One Lockdown Drill per semester; quarterly refreshers; annual scenario evaluation.