



School Lockout Drill Procedures

1. Purpose

These procedures establish standardized steps for conducting Lockout Drills at educational facilities protected by Black Flag Security. Lockout drills ensure that officers, staff, and students can execute Lockout protocols quickly, calmly, and consistently.

2. Objectives

The Lockout drill must validate the following:

1. Exterior doors secured within 60 seconds
2. Efficient perimeter verification
3. Administration understands communication steps
4. Normal interior operations maintained
5. Clear, compliant radio communication
6. Accurate documentation

3. Frequency

Minimum 1 drill per semester; recommended every 60 days; new campuses conduct initial drill within 30 days.

4. Roles & Responsibilities

4.1 Black Flag Officer: Lead drill, secure perimeter, communicate benchmarks, document findings.

4.2 School Administration: Initiate drill, notify staff, maintain interior operations.

4.3 Dispatch: Log start/end times, record communication quality.

4.4 Supervisor: Oversight and corrective feedback.

5. Pre-Drill Preparation

Officer Pre-Checks: radios, keys, door inspections, log preparation.

School Preparation: staff notification, special needs planning, suspend visitor traffic.

6. Drill Execution

Step 1 – Announcement: Admin initiates drill; officer notifies dispatch.

Step 2 – Secure Doors: All exterior doors secured within 60 seconds.

Step 3 – Perimeter Sweep: 3–5 minute verification of all access points.

Step 4 – Interior Confirmation: Admin ensures teaching continues normally.

Step 5 – Communication Test: Officer reports sweep completion to dispatch.

Step 6 – Termination: Admin ends drill; officer logs completion.

7. Timing Benchmarks

Exterior secured \leq 60 seconds; sweep \leq 5 minutes; total drill \leq 10 minutes.

8. Documentation Requirements

Officer completes BFS Lockout Drill Log, CLEET daily log, and notes hazards or failures.

9. After-Action Review

Evaluate: securing speed, communication, staff compliance, student behavior, door issues.

Output: corrective actions, improvement items, drill score.

10. Failure Criteria

Drill fails if: exterior not secured in 90 seconds, missing dispatch communication, admin error, door left unlatched, communication unclear, students left outside.

11. Remediation

Failed drills require retraining and repeat within 10 school days.

12. Optional Enhancements

Unannounced drills, layered drills, after-hours drills, observer scoring.