

# Recommendations from The City of Kalispell and Flathead County's Tactical Teams on Lock Down Procedures for Schools in Flathead County

1. All stairwells and exits should be clearly numbered on the interior walls as well as exterior walls if appropriate. Please update all maps to reflect appropriate labels.
2. Window Treatments- All exterior windows with blinds/curtains should be open. All interior windows with blinds/curtains should be closed.
3. On the exterior window in each of your class rooms, affix the room number with the last four digits of the phone number in that class room. For example 312-3885. This can be done using a piece of paper placed in the window. This will allow for easy identification of the rooms and if a responder needs to call into that room they will have the number. If rooms do not have a direct number during a lock down, or the phone systems are out, please have an adult write down a cell number and affix it to the window if possible.
4. During a lock down please use a standard piece of white paper and with a marker write the number of students in that room. Have the teacher/adult in the room draw the Red Cross symbol on the paper if a student in the room has a life threatening wound. Attach to an exterior window, facing out. This will allow emergency services on the outside to quickly assess the students who may be in critical need. **(Please only use the Red Cross symbol if someone is in immediate need of help.)**
5. Have a specific person in your building be assigned to be the liaison with the Special Response Team (SRT). This should not be your principal, but a designated person, who has access to all parts of the building, has information on the situation or knows how to access the information, and who will be able to make decisions if needed.
6. After staff shuts the classroom doors they will need to assess the situation to determine if everything is ok in that location. Upon completing the assessment a teacher is to slide a green object under the door to indicate everything is ok, if the situation is not safe slide a red object under the door. This will allow the tactical Team to have a quick visual as they initially go through the building. (Examples of objects could be plexi glass strips or laminate strips)
7. Once in an actual lock down no one is to leave the secured area unless instructed to do so by law enforcement. Law Enforcement will identify themselves at the door and will open the door with a key. Staff/teachers are not to open the door.
8. If possible, please provide Doug Overman, KPD, with your school maps on CD with any special notes regarding pertinent information that will not be on a blue print, i.e. this room has access to the roof, etc.