

**BEAUFORT COUNTY SCHOOLS LOCKDOWN INSPECTION FORM**

School  
Date

Principal  
Time

**Mark all Blocks that apply**

Type of Lockdown:                      Drill                                      Emergency  
Drill or Event Initiated by:  
Reason for Lockdown Event

Threat                                      Weapon/Bomb  
Suspect in Area                      Police Activity in Area

Other

**Initial Actions to Secure the Building & for Communication During Lockdown**

Administrative (Check all that apply):

- Principal or designee is notified to, or decided to go to Lockdown
- Principal or designee calls 9-1-1 and describes situation
- ALL on campus are notified of lockdown (or drill) including location if possible
- Exterior doors are locked
- Make sure law enforcement has maps and access to all areas
- Remain in contact with law enforcement as needed
- Contact Beaufort County Schools Superintendent or designee

**Teachers Actions During Lockdown (Check all that apply)**

- Outside students move to designated safe areas
- Accept any students or recognized safe visitors from hallway
- Lock and secure room
- Move students out of sight; close windows and blinds
- Students and staff on floor below window level
- Turn off lights
- Keep students calm and quiet
- Take attendance and account for all students
- PE Teachers in gym, move students to predetermined "safe place"
- Students & Teachers outside on field should stop, drop & remain still unless instructed
- Red Cards used to communicate with emergency responders
- Run & Fight implemented due to active shooter in classroom or area
- Staff in safe area until all clear is given or law enforcement officers unlocks door

Comments:

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_