



NEW HAVEN PUBLIC SCHOOLS

Rev. 9.2022SM

SCHOOL LOCKDOWN DRILL CHECKLIST

NOTIFY SECURITY DEPARTMENT OF THE LOCKDOWN DRILL **PHONE: 475-220-1681**

School Name: _____

Date: _____

Drill Date: _____

Start Time: ____:____ End Time: ____:____

Pass: _____ Fail: _____

Conducted By: _____

DIRECTIONS: Evaluate each school with respect to each question by placing an "X" in the columns labeled YES or NO. Please, be specific with your reason for YES or NO in the comment area.

Selecting "Yes" indicates safe school conditions. Selecting "No" indicates unsafe school conditions	Yes	No
* All students in the building got into a secure location within reasonable time frame (less than 5 minutes):	<input type="checkbox"/>	<input type="checkbox"/>
* Doors to all classrooms are locked and secured:	<input type="checkbox"/>	<input type="checkbox"/>
* Lights are turned out:	<input type="checkbox"/>	<input type="checkbox"/>
* Everyone in rooms moved away from windows:	<input type="checkbox"/>	<input type="checkbox"/>
* They are out of view to the best of their ability:	<input type="checkbox"/>	<input type="checkbox"/>
* All rooms are quiet (if any room or area in building is noisy, School receives warning and needs to be revisited):	<input type="checkbox"/>	<input type="checkbox"/>
* No movement in building:	<input type="checkbox"/>	<input type="checkbox"/>
* "LOCKDOWN" is heard throughout building (no dead spots):	<input type="checkbox"/>	<input type="checkbox"/>
* "LOCKDOWN" is heard or communicated to those outside the building:	<input type="checkbox"/>	<input type="checkbox"/>
If you have selected "No" for 3 or more areas, it is an automatic failure. If perimeter doors are breached or left unlocked, that is also an automatic failure.		
Additional Comments:		
Work Order # _____		

Principal's Signature: _____

PLEASE EMAIL THIS COMPLETED FROM TO: Drills@new-haven.k12.ct.us