Severe Weather, Lockdown, and Active Threat Procedure

What staff should do during severe weather, a lockdown, or a threat on or near the premises.

Important notice: This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Severe Weather

1. Monitor local alerts during storm season.
2. Move everyone to [shelter area], away from windows.
3. Take attendance and stay until the all-clear.
4. Do not release children until it is safe.

Lockdown

5. Lock doors, turn off lights, and move everyone out of sight.
6. Keep quiet and silence phones.
7. Call 911 when safe.
8. Do not open the door until police give the all-clear.

Active Threat

- Get out if there is a safe way out, and take students with you.
- If you cannot get out, hide in a locked or barricaded room.
- As a last resort, act to protect yourself and others.
- Call 911 as soon as it is safe.

After Any Emergency

- Account for every student and staff member.
- Tell parents and guardians as soon as possible.
- Complete an incident report and review the plan.

Shelter area: _____

Meeting point outside: _____

Person in charge: _____

Notice

This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy Safe is a verification registry for martial arts academies. It is not a legal authority, and use of this template does not by itself mean an academy is accredited.