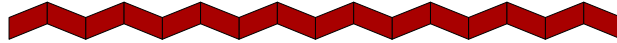




Some options available for substitute teachers to lock a classroom door in the event of an emergency



An Office of Safety and Security Fact Sheet

In the unlikely event substitute teachers find themselves in an emergency situation involving a threatening person inside the school building and a “lockdown” notification is announced over the public address system it would be necessary to lock the classroom door and follow the procedures for lockdown, as described in the red classroom guide for teachers.

There are a few methods which offer a solution to a problem of this nature, if it should develop.

1. Provide each substitute teacher with a key to the specific classroom in which they are assigned so that they will have the ability to lock the door. Subs should be provided with a packet including a key attached to a lanyard. They should also be provided with instructions for responding to emergency situations. If deemed necessary administrators can request identification (driver's license, etc) from the subs when issuing the packet and will return the ID to the sub when the packet and key is returned at the end of the school day.
2. The school custodian will unlock a classroom door at the beginning of the school day for the substitute teachers who are not provided with a classroom key. The custodian will then relock the door. The sub can keep the door opened or closed (depending on the individual school policy) while they are teaching throughout the school day. If a lockdown or other emergency situation occurs, the sub merely needs to close the door and it will be locked. This strategy would require a custodian or administrator to respond back to unlock and then relock the classroom door to accommodate the sub returning from lunch or other activities.
3. If an emergency situation occurs, a teacher from an adjacent classroom could be provided with a key to the subs room beforehand. That teacher could respond to the subs room and lock it prior to locking their own classroom door. This is not the recommended method as it requires the teacher to expose themselves by walking out into the hallway and the delays the locking of their own room.

If you need assistance, call the safety section at 571-423-2000.