



Lockdown Operation Checklist

Print Form

Risk Management
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 746-9213 || F: (907) 761-4091

Special Instructions: Contact the Maintenance Department (864-2000) before a drill occurs so that appropriate personnel can be on-site for the event. When the drill is complete, please forward this form to Risk Management so that the District has record of the drill.

Site Name Date

- Lock down button (yellow box with an inset red octagon shaped button) locks into place when compressed.
- All exterior doors with access control card readers locked automatically.
 - Light on all exterior access control card readers turned red
 - Light on the card reader located in the front office turned red
 - All exterior doors were tested by pulling on the handles in an attempt to open them
 - The security card readers located inside the facility remained green
- Outside bus strobe light flashes orange
- Internal passage doors were closed
- All interior magnetically charged door holders released automatically.
 - Manual locks were secured by staff when doors closed
- Interior doors without magnetically charged door holders were closed and locked manually by staff.
- Lock down button was reset after the drill.
 - Button was rotated 1/4 turn clockwise to reset the button.
 - All card reader lights turned green
 - All external doors with access control card readers and that are programmed to remain unlocked during the school day, unlocked automatically.
- Notify Risk Management of your completed drill.