



MECKLENBURG COUNTY  
FIRE MARSHAL'S OFFICE

## LOCKDOWN PLANNING REQUIREMENTS

**404.3.3 Lockdown plans.** Where facilities develop a lockdown plan, the lockdown plan shall be in accordance with Sections 404.3.3.1 through 404.3.3.3.

**404.3.3.1 Lockdown plan contents.** Lockdown plans shall be *approved* by the *fire code official* and shall include the following:

1. **Initiation.** The plan shall include instructions for reporting an emergency that requires a lockdown.
2. **Accountability.** The plan shall include accountability procedures for staff to report the presence or absence of occupants.
3. **Recall.** The plan shall include a prearranged signal for returning to normal activity.
4. **Communication and coordination.** The plan shall include an *approved* means of two-way communication between a central location and each secured area.

**404.3.3.2 Training frequency.** The training frequency shall be included in the lockdown plan. The lockdown drills shall not substitute for any of the fire and evacuation drills required in Section 405.2.

**404.3.3.3 Lockdown notification.** The method of notifying building occupants of a lockdown shall be included in the plan. The method of notification shall be separate and distinct from the fire alarm signal.

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