

## LOCKDOWN PROCEDURES

1. If you hear, "LOCKDOWN" over the intercom or an administrator announces the lockdown in person:
  - a. Everyone is to stay where they are.
  - b. **Classroom teachers** are to:
    - i. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
    - ii. Lock your door.
    - iii. Lower or close any blinds.
    - iv. Place students against the wall, so that the intruder cannot see them looking in the door. Look for the 'Safe Corner'.
    - v. Turn out lights and computer monitors.
    - vi. Keep students quiet.

Note: All staff members should locate and hold on to their roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.

- c. Physical education classes being held in the gym should move into a locker room, lock all doors, and find a safe area.
  - d. Any students in the cafeterias should move to the nearest classrooms.
  - e. If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate depending on the situation.
  - f. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
  - g. Anyone in the hallway should move to the closest classroom immediately.
  - h. Nurses/cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.
  - i. Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.
2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
3. An administrator will signal all personnel if the lockdown has been lifted.
4. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication with radios or cell phones.