

LOCKDOWN PROCEDURE

The following procedures will be activated for a Campus or Site Lockdown, at a school or district facility. This procedure is implemented to ensure the safety of students and staff from intruders or incidents in the community. **IF A LOCKDOWN IS REQUIRED**, immediately **call Site Administrator** and supply any known details. The bell code system is **ONE LONG** then **TWO SHORT BELLS**.

DURING A LOCKDOWN IF YOU ARE OUTSIDE A BUILDING

Quickly move students or personnel to the closest pre-determined safe building and continue to follow lockdown procedures outlined below.

DURING A LOCKDOWN IF YOU ARE INSIDE A BUILDING

1. Lock doors and close the window blinds.
2. Keep students and personnel away from windows and doors.
3. Maintain a calm, quiet environment.
4. No one may enter or exit the room.
5. If gunshot or explosion is heard, get everyone on the floor.
6. If ACTIVE SHOOTER SCENARIO: Barricade doors or block entry ways with desks, chairs, filing cabinets, etc.
DO NOT OPEN THE DOORS UNDER ANY CIRCUMSTANCES!
7. Keep phone lines open. Listen for instructions from school administrators and/or police.
8. No one leaves the room until the police come and escort students/faculty out or you get the "ALL CLEAR" on the intercom or class phone.
9. Changes in lockdown conditions will be given over the intercom.

Principal or Site Emergency Administrator

- Move the telephone into a secure location and *keep the telephone lines open for communication*.
- Coordinate with police to cover students who are outside and cannot be quickly moved to a safe room. Police will contain them off campus.
- Work with Emergency Responders to prevent students and others from re-entering campus.
- Keep in communication with local police department.

ALL CLEAR, LOCKDOWN OVER

The **Site Administrator** will advise the campus or site over the intercom of an "ALL CLEAR" condition when the danger has been resolved and removed from the vicinity and exiting the locked room or building is safe.

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