

Shelter/Tornado: This procedure is used during chemical releases, fires or other environmental Hazards outside of campus. This means all external windows and doors are locked and the air conditioning system is shut down. NO ONE is allowed to enter or leave a building that has activated SHELTER procedures. This means parents WILL NOT be able to pick up children from school. It is safer to keep the students inside the building rather than expose them to possible harm by allowing them to leave the building. Once the “ALL CLEAR” is given, students, teachers and other employees will return to their regular activities. If you are near a school that is sheltering in place, you should also shelter in place.

SECURE (formerly Lockout): In the event there is a danger outside the school building, a SECURE announcement will be made over the P.A. system by Mr. Bryant. At that time, all teachers are to continue normal classroom activity, however, no one is allowed inside or outside of the building until the SECURE order is lifted. Any outdoor classes must come inside and remain there until the SECURE order is lifted. All administrators and designated personnel will check that all exterior doors are closed and locked. Office paraprofessional staff will tape up designated posters on all main entrance/exit point windows informing those outside, of the drill. The drill will conclude once Mr. Bryant has made the “ALL CLEAR” announcement on the P.A. system.

LOCKDOWN! This is the most serious of all of our drills. Mr. Bryant announces on the P.A. system that the building is in lockdown. This means that there is immediate danger inside the building. All teachers are to stop teaching immediately, close and lock their doors, turn off their lights, fully close the sliding whiteboard across the classroom window, and remove students from the line-of-sight as best as possible. Students are to remain quiet and not draw attention to themselves. No one should be on their cell phones. There **will not be an all clear** until all doors are checked by drill facilitators and the doors are secure. Please remember that an “ALL CLEAR” P.A. announcement **WILL NOT** be made. All administrators must physically tell each room that the LOCKDOWN drill is over, and they can return to normal operations. Teachers, please remain in lockdown mode until an administrator or first responder gives you the all clear.