

LOCKDOWN PROCEDURE FOR ST. JOSEPH SCHOOL

Lock-down procedure may be issued in situations involving dangerous intruders or incidents that may result in harm to persons inside the School Building.

Preventive Actions

- 1. Maintain up-to date file of student attendance, health information and emergency contacts. Have this ready in the event of evacuation.*
- 2. Be aware of special needs of any student with a disability.*
- 3. Report any serious threat-whether oral or written-made by a student, parents or other person immediately.*
- 4. Notify the school office of any unknown, suspicious person in the building.*
- 5. Be familiar with the school's safety plan, especially lockdown and evacuation procedures.*

Lock-down Procedures

- 1. Principal will issue Lock-Down Procedure warning over the Public Address (PA) System- "Mr. Joseph is in the building". This code will change each time.*
- 2. When the message is announced, direct all students, staff and visitors into the nearest classroom. Make sure your door is **LOCKED**. Check adjacent empty rooms and lock those rooms.*
- 3. Take attendance. Notify office immediately by phone of any student or staff member who is not in the room.*
- 4. Move students away from the windows and close shades/blinds.
TURN OFF ALL CLASSROOM LIGHTS.*
- 5. There is to be **TOTAL SILENCE**.*
- 6. Do not allow anyone to leave the room until the **ALL CLEAR** signal is issued by the office.*