

Lock-down Procedures:

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

Lock-down Procedures:

- Principal will issue Lock-Down Procedures by warning over PA system or sending a messenger to each classroom.
- PA announcement may be coded. (“Teachers, please follow our lockdown procedures.”)
- Direct all students, staff, and visitors into classrooms.
- Lock classroom doors, not to be reopened until all clear is given.
- **TURN LIGHTS OFF IN CLASSROOM.**
- Move all person away from windows and door. **TOTAL SILENCE AT ALL TIMES.**
- Allow no one outside of the classroom until the all clear signal is given by the Principal.