

LOCKDOWN SAFETY PROCEDURES – Please Post

1. Hear an announcement on our intercom indicating a lockdown or receive an announcement via runners sent to hallways if intercom is not working.
2. Turn off your lights. **Lock** all doors and windows. **Pull down window blinds**. Take attendance and if phone is working, notify the office of any missing students *if you can do this safely*.
3. **Display a red placard under the door into the hallway and at an exterior window** to inform emergency responders of your current situation **only if there is a life threatening emergency in your room**. Otherwise, if there is not a life threatening emergency in your room, no cards are to be displayed.
4. Keep students quiet and move students away from the windows and doors during a real emergency. Depending on the situation, students might be required to move to a sheltered position under tables and desks. **Always keep students quiet and move them out of sight and sound**.
5. “All Clear” signal should be announced informing everyone when the lockdown has been lifted.