

SIGNAL: Code word “ear muffs” spoken through phone speakers.

PROCEDURE DURING CLASS TIME:

1. Teachers use a calm voice and inform students that we are in a lockdown.
2. Teachers quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
3. Lock the door to your classroom.
4. Lower and close any blinds and turn lights off and cover door windows if possible.
5. Move everyone to an area of the room that is not visible from the door. Place students so any potential intruders cannot see them if looking in the door. Look for a safe corner.
6. Students and staff should remain very quiet and still.
7. Teachers take roll and account for each student. Call office if any students are missing that are supposed to be with you.
8. If fire alarms go off after the lockdown has been announced, do NOT evacuate rooms unless you are instructed to do so on the intercom. Teachers should never open doors during a lockdown.
9. If directed to evacuate, law enforcement officers will have keys to open the door.
10. Wait silently until you hear “All Clear” over the phone speakers.
11. Teachers will continue class.

PROCEDURE IF NOT IN CLASSROOM:

1. Anyone in bathrooms should move to a stall, lock it and stand on the toilet.
- After “All Clear” classroom aides will check bathrooms for students to bring back to class.
2. Anyone in the lunchroom/hallway should move to the closest classroom immediately.
3. If students and teachers are outside at recess, they should stop, drop and remain still until it is safe to proceed into the school building to the teacher’s lounge (Fish Bowl).