

Lockdown Procedures

Initiation: Different levels of lockdown may be prudent depending on the situation. **Principal** will make an announcement declaring a level of lockdown using the public address system.

CODE RED: High probability of serious injury or death if immediate action is not taken to secure student safety. This should be accomplished quickly while stopping all school activities. During the activation of a staff key fob (panic button) or initiation of a Code Red event by another means (such as the School Messenger System), an audible lock-down tone will sound and a pre-recorded message will announce, "Code Red" and will be followed immediately by the alert statement, "Lock Down, Lock Down, Lock Down."

ALERT: First notification of danger, if you are the witness, press your key fob panic button and when safe, call the office.

LOCKDOWN: If evacuation is not a safe option.

INFORM: The office will use the PA system to announce location and physical description of the shooter.

RUN: If it is safe to do so, get away from the threat. Move quickly to the school re-unification location.

YOU CANNOT RUN UNLESS YOU KNOW IT IS SAFE TO DO SO.

HIDE: If you cannot run from the threat, barricade yourself, preferably in a locked space, silence phones and turn off lights.

FIGHT: If you are being attacked, or are about to be attacked, fight back with all your energy. Attack with improvised weapons or throw objects. Keep moving.

CODE YELLOW: An external event, a community disturbance such as a bank robbery, persons threatening to come on or near campus to cause a disturbance, upset school visitors or school fight that could impact the safety or security of our campus. A "heightened awareness" should be maintained by staff and students.

- Keep students in your classroom. Limit unnecessary hallway movement.
- Students are to remain inside the school building.
- Lock doors and close windows.
- Remain calm, conduct classes as normally as possible.
- Classes will change as normal.
- Have class roster/Red Crisis notebook available.

CODE GREEN: Routine School Operations.

You will hear the following pre-recorded or live verbal announcement stating the following: Thank you for your quick response. We are now standing down from the lockdown. An administrator or law enforcement officer will be by shortly to unlock your classroom door. If you have not been assisted within the next 10 minutes, please call the office. Please expect a follow-up announcement soon.