

### Teacher Lockdown Quick Reference Instructions

1. Principal or designee will announce over intercom system that the school should initiate a Lockdown alert at this time.
2. Any students in corridors should report to the closest occupied classroom. Teachers will lock classroom door(s) from the inside, turn off lights, place covering over door windows, close windows, make sure blinds are open, and move students out of direct line of sight from door side window. Under NO circumstances should any classroom door be opened during a lockdown. The use of the classroom phone/radios is strictly prohibited except for the safety/security team members.
3. Take attendance and include any students that are placed in your classroom. Hold onto the roster until it is picked up by appropriate rescue or school personnel.
4. PE classes/students on athletic fields, in gym, during passing periods, or at lunch will be directed to the nearest classroom or office.
5. Students and teachers will remain in classroom and quiet until the Principal/Assistant Principal announces that **"ALL THREATS HAVE BEEN SECURED."** This announcement may be a class visit or the principal or assistant principal announcing this statement, verbatim, "Faculty and Staff, This is (administrator's name here) all threats have been secured." You will never hear an administrator mention the word "lockdown" while clearing the building from a lockdown. If you hear any other verbiage, the lock down is still in place.

### Partial Lock Downs

6. The threat to the school is OUTSIDE the building. All exterior doors will be locked and secured by school personnel. Teachers and students will remain in their rooms and continue to conduct business as usual. Teachers and students will IGNORE any bells or alarms until an announcement has been made that **"FACULTY AND STAFF, THIS IS (ADMINISTRATOR'S NAME HERE) ALL THREATS HAVE BEEN SECURED" THERE WILL BE NO OTHER WORDS/PHRASES OTHER THAN THAT!!!! IF VERBAGE IS DIFFERENT DO NOT STAND DOWN FROM THE PARTIAL LOCKDOWN.** (SAME VERBAGE AS A FULL LOCKDOWN)

### Modified Lock Down

7. The threat to the school is OUTSIDE the building. All exterior doors will be locked secured by school personnel. Teachers and students will remain in their rooms and continue to conduct business as usual. The ONLY difference with a modified lock down is that bells will dismiss students normally to their next class/lunch. Inside operation of the school will progress as normal. Exterior doors may be opened for only arriving students with identifiable student ID.