



2022 - 2023 Lock OUT Drill Procedures

A threat or potential threat is **OUTSIDE** of the building

Procedures:

- Lock all exterior doors
- Security is increased at the main entrance of the building; visitors are screened
- Lock all interior doors; admit students/staff
- Classroom instruction and work continue
- Normal bell schedule; allow students to pass from class to class
- **Site Emergency Team** will clear halls and direct students/staff to classrooms and workspaces
- Outside procedures during a Lockout include *getting all students indoors in the Gym area.*
- Scan the area; if it is safe to do so, get into the building, if access to the building is compromised, seek nearest shelter