Lock Down

**Signal:** Lock Down

**Definition:** Lock Down is used when the campus needs to be secured immediately.

1. Clear students from the hallway
2. Lock doors (classroom and exterior) turn off lights.
3. Move to a location where you/students cannot be seen through the windows.
4. Remain completely silent
5. Do not open the doors for any reason.
6. Await instructions over the intercom or for someone with a key to come to you.
7. Do not use cell phones at this time

Shelter in Place

**Signal:** Shelter in Place

**Definition:** Shelter in Place is used in weather related situations.

1. Clear students from the hallway
2. Move to a location within the room/building that would be safe from a roof collapse and flying glass.
3. Remain quite
4. Take cover – if you are given instructions to take cover prepare by getting
5. Keep students in place until you receive further instructions.

Building Evacuation

**Signal:** Fire Alarm/Directions over intercom

**Definition:** Fire or gas leak or other danger in which the building needs to be vacated immediately.

1. Take purse/crash kit
2. Take Emergency Crisis Plan
3. Lock Classroom door (why?)
4. Vacate to building to the designated site
5. Check roll
6. Check for injuries await
7. Report missing and injured students to an administrator or an assistant.
8. Maintain order
9. Keep student in place until you receive further instructions

Site Evacuation

**Signal:** Directions over the intercom

**Definition:** Fire or gas leak or other danger in which the building needs to be vacated immediately.

1. Take purse/crash kit
2. Take Emergency Crisis Plan
3. Lock Classroom door
4. Vacate to building the area between the Jr High science lab and computer lab
5. Check roll
6. Check for injuries await
7. Report missing and injured students to an administrator or an assistant.
8. Maintain order
9. Load busses

1st bus PK/K/1

2nd bus 2/3/4

3rd bus Middle School

4th bus Junior High

5th bus 9th/10th

6th bus 11th/12th