

# LOCKDOWN

A phone call or text with a “Lockdown” announcement will be made. OR,

If you hear gunshots or other sounds that appear threatening to your student’s safety, begin lockdown immediately.

During a “LOCKDOWN”:

- 1) Classroom instruction should stop until the threat is cleared or reduced to a level of a “SECURITY ALERT”.
- 2) An announcement will be made “We need to lockdown the building” via phone or text.
- 3) All students should be brought inside immediately.
- 4) The message or text will be sent at least once.

Staff should:

- 1) Remain calm. Do not panic.
- 2) Call 911.
- 3) If safe to do so, conduct a “quick peek” to assess the immediate threat level of the hallways and nearby restrooms.
  - a) If an immediate threat is not present, remove any student, parent or staff member that is not involved in the threat to the safety of your classroom.
- 4) Take a head-count immediately and assure all students are accounted for.
- 5) Preschool Director or Facilities Manager will lock or verify that all exterior doors are locked,
- 6) Verify classroom door is closed and locked.
  - a) If it is safe, kick the door stop under the door.
- 7) Turn off lights.
- 8) Have your cell phone in your hand and on silent.
- 9) Place students in the pre-determined safe location in the room.
  - \*This is marked by Red Circles and specified under Intruder/Danger in the Area.
- 10) Keep students quiet.
- 11) Make a list of the students who are present but not on your class roster.
- 12) Make a list of the students who are not present but who are on your class roster and where these students are.
  - a) i.e. home sick, with Mrs. Nelson, in room 18, etc.