

## LOCKDOWN/INTRUDER PROCEDURES

Lockdown procedures may be initiated when it is necessary for students and staff to be contained in the classrooms. This may include an intruder, a medical reason, the request of law enforcement, etc.

### Principal:

- Initiate Lockdown by saying **“Teachers, Shut your doors and keep students in your rooms until further notice;”** or **“Teachers, we are in lockdown! Shut and lock your doors!”**
- Notify superintendent if situation warrants.
- Notify police if situation warrants.
- Ensure the safety of students and staff members.
- Contain area and preserve evidence.
- Suspend bell operation, if situation warrants.
- Maintain written record of incident.

### Teachers:

- Maintain student order.
- Teachers lock classroom doors. While locking doors, check halls for stragglers and bring them into the room. Cover windows of classrooms, if possible.
- Report names of students absent or additional students not on class roster to office/command center by email, intercom, radio or phone as directed.
- Remain in classroom until directed by principal/incident commander. **Students should not use cell phones unless directed to do so.**
- Maintain written record of incident.