

## **LOCKDOWN**

If a situation arises that an intruder is in the building, an announcement will be made over the intercom. This is the signal to go to the safest place in your classroom. Depending on your classroom, you should consider the following as the safest.

1. On the floor
2. Far away from the classroom/building door as possible.
3. Far away from inside and outside windows as possible.
4. Far away from light sources as possible.
5. Crouched on the floor, under desks, along walls, in closets, in store rooms, in offices, or other secure areas in your classroom.

If you have your cell phone and have information to report on the whereabouts of the intruder, call an administrator. HS Principal's office personnel should move into the vault, JH office personnel into the JH Principal's office. Superintendent's office personnel should move into the Superintendent's office and take cover, Custodians seek shelter wherever they are.

When it is safe, an ALL CLEAR, announcement will be made. NO CODES WILL BE USED, it will all be in plain language as recommended by ICS.