Lockdown Procedures

In the event of any emergency that may require a lockdown, the school site administration and school police will work cooperatively and keep one another informed. The school principal or administrative designee or School Police makes the decision to lockdown. If this is not possible, the principal is notified as soon as possible.

Procedures to be followed for lockdown

- All teachers/staff are to immediately lock doors/windows in their area.
- Keep all students away from windows.
- All teachers/staff shall place on the main door of the classroom either the green laminated sheet indicating everything is okay (all students accounted for) or the red laminated sheet indicating there is a problem inside the classroom and you need assistance (i.e. injured student, etc.) The laminated sheets are found inside the district issued Red Crisis Folders.
- This is the same for office staff, parent rooms, cafeteria, etc.
- Doors are not to be opened for anyone. Officials who may need access have keys.
- Everyone is to stay indoors until and “All Clear” is indicated.

The Red Crisis Folder contains:
Red Paper: Place in door jam so at least half of the paper is protruding outward from the door. Red paper will indicate to law enforcement that someone inside the room is injured or requires assistance.

Green Paper: Place in door jam so that at least half of the paper is protruding outward from the door. Green paper indicates to law enforcement that students are all OK in your class and no injuries.

Orange Traffic Vest: To be worn by staff member when evacuations do occur so law enforcement can easily identify faculty from potential intruders or other outsiders.

Administrative Procedures

One of the three codes will occur during a lockdown situation: Follow instructions on -

- Code Red – An extreme condition where there is a strong possibility of imminent danger.
• **Code Yellow** - A need for a perimeter lock down due to a situation whereby school police or city police notify the school that there is some kind of dangerous situation off campus but close enough to possibly create danger for students.

• **Code Green** – All clear/emergency is over.

**Code Red Administrative Procedures**

- Turn on district hand held radios, and nextels.
- **ACT Center classrooms/staff** will be notified of the lock-down by intercom.
- If classes are in session, staff and students should remain in their classrooms with the doors locked.
- If classes are not in session, (before school, break, lunch, after school) teachers are to open their doors and encourage students into classrooms. Teachers are to lock the doors and not allow anyone in or out until the “all clear” signal is given.

- **AE Center staff** will be notified of the lock-down by intercom. The procedure for using the AE Center intercom is as follows:
  - Turn radio off and press the red emergency page button.
  - Speak loudly and clearly into the microphone: **Attention! This is a Lock-Down.**
  - **Code Red.** Lock all doors and everyone remain inside.
- Repeat the process to give an “all clear” when the emergency is over.

**Code Yellow (Lockdown)**

1. Turn on district hand held radios
2. An all-call announcement will be made that there is a Code Yellow situation.
3. Normal activities take place; however, no one is allowed to leave campus under any circumstances and only students with a picture I.D. will be allowed to enter.
4. Code Yellow will remain in effect until the school receives an “All Clear” to the site administrator/designee.

**Code Green Administrative Procedures**

An “All Clear” will be given by use of the intercom or direct page.