

# LOCKDOWN (code red) PROCEDURES

Instruct all students in your classes of the meaning of a lockdown. A lockdown will be announced via the P.A.

**Students who are out and about should immediately report to the nearest classroom. Staff members should lock all classroom doors within one minute following the issuance of the lockdown.**

- Crystal/Mike will lock the front doors near the office and the breezeway double doors.
- Joan will lock the cafeteria doors, if during lunch.
  
- ✓ Teachers are to quickly scan for any students in the hallways and usher them into the classroom.
- ✓ Lock all classroom doors when hallway is clear.
- ✓ Turn off lights. Close and lock windows.
- ✓ Place window cover on door window (if you have covers).
- ✓ Move students to where a perpetrator cannot see them. Keep students away from any glass or open exposures.
- ✓ If gunshot or an explosion is heard, get everyone on the floor (if they are not already in this position).
- ✓ Instruct students to remain QUIET so as to not alert a perpetrator and to be prepared to receive instructions.
- ✓ Student roll is to be taken.
  
- ✓ Teachers are to send an email to the office. **EMAIL** the office by sending a message to Lori Henry (henry\_lo@4j.lane.edu). Include attendance in the subject line by stating "all here" or missing "\_\_\_\_\_". **ALSO** include any additional students/adults who may be in your room. Office personnel will phone the room if a substitute is present or we do not hear from a class.

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- ✓ Maintain a calm environment by remaining calm yourself and reassuring students that everything possible is being done to return the situation to normal.
- ✓ Ignore any and all additional alarms, bells, or signals unless accompanied by an announcement.
- ✓ All personnel are to report any suspicious or unusual object or circumstances to the school office by calling ex. 1324
- ✓ Do not use, **except in an emergency**, classroom telephones to contact the office. Keep phones free. Do not allow students to use the classroom telephone, cellular telephone, or other electronic devices. Misinformation can cause alarm making it more difficult to remain calm and respond rationally during the crisis. Excessive phone use also ties up the lines making communication with emergency personnel difficult. If, and when, cell phone use is acceptable, an announcement will be made.
- ✓ All building personnel and visitors should report to the nearest classroom or office.
- ✓ The office will be locked.
- ✓ As an added safety precaution, the all-clear signal for a lockdown is “all clear, BEEP BEEP”. Unless the “Beep Beep” statement follows an all clear, do not unlock classroom doors.

## LOCKDOWN “What IF’s”:

**IF** you are on the track, field, or playground come indoors immediately. If you are directed to remain outdoors, or use professional judgment to remain outdoors, move to the back of the property, in a secluded area (if possible), and assume a *duck and cover* position.

**IF** you are transporting students and are in the hallway during a lockdown, move to the nearest classroom/office. Students alone in the hallway, or in a bathroom, should be instructed to go to the nearest classroom/office. Using email, notify the office of the safety of the “missing” student(s).

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IF you are in the cafeteria with students, that area is to be locked down the same as a classroom. Attendance should be taken using the meals PIN number class lists. Joan or someone else will text or email Lori the name of any students who are missing.

IF someone knocks on your classroom door, do not open the door unless the person knocking identifies himself or herself as someone you recognize. Professional judgment will need to be used during an actual crisis.

IF your door has a window in it, place a sheet of paper over the window blocking the view into your classroom.