

If a lockdown message has been activated, do the following:

- Clear everyone from hallways into rooms if possible
- Open “Nightlock Lockdown” plastic box next to your door, install Nightlock into bottom of door bracket or side door frame –see photos below. Do not bother with trying to lock the door lock.
- Close all close windows & blinds (if open), obscure door windows



- *Reminder: If you usually keep your door window covered, keep the RED side out during normal operations. During a LOCKDOWN, do the following:*
- Place Green/Red Card – **Green side out** if your room is safe & secure (even if you are missing some students from your room)
- Place Green/Red Card - **Red side out** if there is a major problem or significant safety issue inside of your classroom.
- Take a complete written roll of everyone in your room – students and adults.
- Office staff will call each room to check in with you regarding any major concerns and attendance issues.
- Direct students to an area of the room unobservable from outside and potential lines of fire.
- Turn lights off.
- **BE QUIET!** Turn off the ringers on all cell phones.
- Follow specified protocols if evacuation is initiated by law enforcement personnel.
- If a fire alarm has been activated, do not evacuate **UNLESS** fire or smoke is visible or unless an announcement has been made by a credible school official, fire dept, or sheriff dept. personnel.
- Prepare a plan of action if the intruder gains entry (e.g., all-out assault on the intruder).

See next page for procedures if there is a violent intruder:

If there is a violent intruder:

The following guidelines can be used by staff or designated others to determine if evacuation is a viable option versus lockdown:

- If you know the whereabouts of the violent intruder and you feel that you and those in your charge can safely evacuate the building and move to the student off-site evacuation location, if accessible, then do so. If not accessible, choose a location away from the source of danger.

Factors to consider in making the decision to evacuate versus lockdown:

- Mobility: Is everyone able to move quickly or is their mobility limited due to access or functional needs?
 - Distance and/or concealment: Is there sufficient distance between you and the intruder to allow enough time to move the group and reach safety and/or sufficient concealment along your evacuation route to move undetected?
 - Type of weapon the intruder has in his or her possession.
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