



Lockdown Procedures

Numbers to call in an Emergency:

School Office: _____

Police, Fire, Ambulance: (9) - 911

School Resource Officer: _____

School Nurse: _____

Explain the situation:

- Where are you?
- What is going on?
- Who is involved?
- If you need immediate response, say so.

Code Yellow Lockdown

When to implement a Code Yellow Lockdown:

- A threat or potential threat is **OUTSIDE** of the building

How to implement a Code Yellow Lockdown:

- Lock all exterior doors
- Security is increased at the main entrance of the building; visitors are screened
- Lock all interior doors; admit students/staff
- Classroom instruction and work continue
- Normal bell schedule; allow students to pass from class to class
- Site Emergency Team (SET) will clear halls and direct students/staff to classrooms and workspaces

Outside procedures during a Code Yellow Lockdown:

- Scan the area; if it is safe to do so, get into the building
- If access to the building is compromised, seek nearest shelter

Code Red Lockdown

When to implement a Code Red Lockdown:

- A threat is **INSIDE** of the building

How to implement a Code Red Lockdown:

- Lock all exterior doors; no access allowed into the building
- Lock all interior doors
- **NO ONE** is allowed access into or out of classrooms/workspaces

If it is safe to do so:

- Site Emergency Team (SET) will clear halls and direct students/staff to a secure location
- Stay out of sight away from windows and doors
- Be silent, remain calm and wait for further direction

Outside procedures during a Code Red Lockdown:

- Stay **OUTSIDE**; wait for directions to relocate
- If access to the building is compromised, seek nearest shelter

Code Green - All Clear

When to implement a Code Green - All Clear:

- Wait for the **ALL CLEAR** - Code Green
- Resume normal classroom instruction/work