Lockout/Lockdown Procedures

Numbers to call in an Emergency:
Main Office: __________________________
Police, Fire, Ambulance: 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 Lockout

When to implement a Code Yellow LOCKOUT:
• A threat or potential threat is OUTSIDE of the building

How to implement a Code Yellow LOCKOUT:
• Lock all exterior doors
• Security is increased at the main entrance of the building; visitors are screened
• Lock all interior doors; screen and 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 LOCKOUT:
• 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; move away from the building to the evacuation site, if safe to do so

Code Green - All Clear

When to implement a Code Green - All Clear:
• Wait for the ALL CLEAR - Code Green
• Must be called door-to-door by police or administrator
• Resume normal classroom instruction/work

Updated: August 2018