



Lockdown Procedures

Numbers to call in an Emergency:

School Office: 100
Police, Fire, Ambulance: (9)-911
School Director: 402
School Dean: 403

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** 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
- Dean and Director will clear halls and direct students/staff to classrooms

Outsides 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 the classrooms/workplaces

If it is safe to do so:

- Dean and Director will clear the 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