



Lockdown Procedures

Numbers to call in an Emergency	Extension	Explain the Situation
School Office	800/810	<ul style="list-style-type: none"> • Where are you? • What is going on? • Who is involved? • If you need immediate response say so
Police, Fire, Ambulance	(9)-911	
School Director	402	

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 schedule; allow students to pass from class to class
- Site Emergency Team (SET) 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:

- Site Emergency Team 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
- Cover any see through glass on doors

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 (**given by police or school administrator**)
- Resume normal classroom instruction/work