

LOCKDOWN

- Notification from Administration - **announce to classes to LOCK their cell phones.**
- **Lock** door and **cover** window (limit visibility)
- **Take cover** and try to provide maximum physical protection (barricade the door if necessary)
- **Account** for students based on attendance.
- **Limit** talking and other sounds of any kind.
- If the intruder is in your area of the building and safety allows, **place** the black X card in the exterior window (if you have an exterior window)
- List any students' names on the **red** card that are missing. If extra students or visitors are in your care list them also. A green card is used if everyone is accounted for. (If you have a student who needs medical attention, use the yellow card as well.) **Slide the appropriate cards under your door. THIS SHOULD BE DONE ONLY WHEN COMMUNICATION IS MADE TO DO SO.**
- **Wait for final instructions.**

LOCKDOWN