

Students or teachers shall move away from threats and remain out of sight or lockdown in a safe location.  
Once law enforcement is on scene you will be directed where to relocate depending on the situation.

1. Lock doors and close the window blinds.
2. Keep students and personnel away from windows and doors.
3. Maintain a calm, quiet environment.
4. No one may enter or exit the room.
5. If gunshot or explosion is heard, get everyone on the floor.
6. If ACTIVE SHOOTER SCENARIO: Barricade doors or block entry ways with desks, chairs, filing cabinets, etc. DO NOT OPEN THE DOORS UNDER ANY CIRCUMSTANCES!
7. Keep phone lines open. Listen for instructions from school administrators and/or police.
8. No one leaves the room until the police enter and escort students/faculty out or you get the "ALL CLEAR" on the intercom or by district email or classroom landline. Only check for messages or phone calls after the "all clear" has been announced.
9. Changes in lockdown conditions will be given over the intercom.