

Lockdown Procedures

SECURE THE BUILDING

1. **All** outer doors locked, **lower** shades in exterior offices.
2. Staff does not exit the building.
3. Building operates as normal inside.
4. Superintendents or designee will control access to the building at the main entrance and egress at all doors, until informed that the situation is clear.

CLEAR THE HALLS – SIT TIGHT

1. Staff members will **bring** personnel who are in the hallway into the suite/office and **lock** the door. All remain in the room.
2. **Cover** door window and **lower** shades.
3. Make note of everyone present in the suite/office as well as those absent.
4. Continue normal activities.
5. **Stay off** phones unless you have a medical emergency or you have specific information about intruders(s).
6. Ignore alarms.
7. Periodically check email for updates.
8. **Remain in “Clear the Halls – Sit Tight” until an announcement is made that the situation has ended.**

LOCKDOWN

1. Staff members will **bring** personnel who are in the hallway into the suite/office and **lock** the door. All remain in the suite/office.
2. **Cover** door window and **lower** shades. **Turn off** lights.
3. Make note of everyone present in the suite/office as well as those absent.
4. Personnel will **stay of the floor** away from door(s) and windows.
5. **Remain quiet.**
6. **Stay off** phones/email unless you have a medical emergency or you have specific information about the intruder(s).
7. Ignore alarms.
8. **Remain in Lockdown until a District official or law enforcement officer enters your office/suite and advises you to “Sit Tight”.**