

LOCKDOWN LEVELS AND PROCEDURES

LEVEL ONE (MEDICAL ALERT)

(Called when a medical situation arises)

All students/teachers stay in classrooms
All hallways cleared
Exit only when medical alert has been lifted

LEVEL TWO (MINIMAL SECURITY)

(Called when a situation outside the building may have an impact on a school)

All outside doors are locked
Students and staff outside the building return immediately
Entry/exit only with admin or police approval
Continue with normal schedule inside building

LEVEL THREE (PARTIAL SECURITY)

(Called when a situation inside or outside the building may have an impact on a school)

Students return to classrooms
All outside doors and classroom doors are locked
Attendance taken immediately

LEVEL FOUR (FULL SECURITY RESPONSE)

(Called when a situation inside or outside the building threatens the safety of students and staff within the school)

Alert – Listen! Where was the noise? Are there announcements?
Lockdown - If you cannot leave the room, block the door so no one can get in
Inform – Get the information out! Use clear and direct language for the police.
Counter – If needed, make noise and movements to distract violator and gain control.
Evacuate – Run from danger when it is safe. Use any means necessary to leave building. Use non-traditional exits if necessary.