

# Lockdown Procedures

**CODE RED** – *There is an immediate threat to the school and there must be a complete classroom and school lockdown.*

1. Front Office will announce “Students and staff, we are in a Code Red. Please lockdown now.”
2. Staff members will then move all students and identified visitors into the nearest classroom and lock the doors.
3. Members of Admin will then lock all doors leading to stairwell on the third floor and the elevator will be locked off. A designated staff member in the brick building will lock all entrances to the 2<sup>nd</sup> floor hallways and the building. Third grade B will move to 3<sup>rd</sup> grade A and lock the door.
4. Staff will turn off lights in all rooms.
5. Students will be positioned away from doorways and windows.
6. Students will sit crouched on the floor next to their seats and **remain silent**.
7. No staff member or student will leave the room they are in or the school until local law enforcement officials notify the school’s administration that the school grounds are safe and secure.

**CODE YELLOW** – *There is a situation in the surrounding community that poses a threat to the school. All outside activity should cease.*

1. Front Office will announce “Students and staff, we are in a Code Yellow community lockdown.”
2. All students, staff members, and identified visitors should move inside the building.
3. Staff members will then move all students and identified visitors to the nearest classroom, office, or secure area.
4. Members of Admin will then lock all doors leading to stairwell on the third floor and the elevator will be locked off. A designated staff member in the brick building will lock all entrances to the building.
5. Movement from building to building is prohibited.
6. Staff and students can move within the building if needed.
7. No staff member or student will leave the building until the school’s administration has determined that the area is safe and secure.

**CODE GREEN** – *The lockdown is over and the normal school activities can resume.*

1. The Front Office will announce “Students and staff, we are in a Code Green. Please resume your normal activities.”