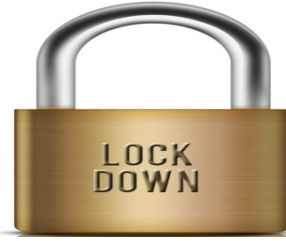


LOCKDOWN



WHEN THE ALARM RINGS:

1. A LOUD RINGING TONE WILL INDICATE THE LOCKDOWN HAS BEGUN.
2. INSTRUCT YOUR CLASS TO MOVE TO A DESIGNATED CORNER OF THE ROOM FURTHEST FROM THE WINDOWS.
3. THE TEACHER MUST LOCK THEIR DOOR AND CLOSE THEIR BLINDS QUICKLY.
4. TEACHERS MUST EMAIL THEIR ABSENT AND MISSING STUDENTS TO THE APPROPRIATE OFFICE MANAGER.
5. TEACHERS MUST NOT UNLOCK THEIR DOOR FOR ANY REASON.
 - A. STUDENTS MUST REMAIN QUIET
 - B. STUDENTS MUST NOT UNLOCK OR OPEN THEIR CLASSROOM DOOR FOR ANY REASON.
6. REMAIN IN THE CLASSROOM UNTIL THE "ALL CLEAR" ANNOUNCEMENT IS GIVEN OVER THE CLASSROOM INTERCOM.
(REMEMBER: YOU MAY HAVE TO WAIT TO BE ESCORTED OUT OF THE CLASSROOM BY LAW ENFORCEMENT OR ADMINISTRATORS.)
7. STUDENTS IMMEDIATELY LINE-UP OUTSIDE THE CLASSROOM DOOR.
8. THE TEACHER IS THE LAST PERSON OUT OF THE CLASSROOM.
 - LIGHTS OFF
 - DOOR UNLOCKED
 - TAKE YOUR ATTENDANCE SHEET
9. ESCORT YOUR CLASS TO YOUR DESIGNATED LOCATION:
(SEE POSTED EVACUATION MAP)
 - WALKING IN A LINE
 - WALKING AS A CLASS
 - WALKING QUIETLY
10. ONCE YOU ARE AT YOUR DESIGNATED POSITION:
 - TAKE ROLL IMMEDIATELY
 - LIST ANY MISSING STUDENTS FROM YOUR CLASS
11. YOUR EMERGENCY ROLL SHEET WILL BE COLLECTED BY AN ADMINISTRATOR.
12. STUDENTS WILL BE DIRECTED TO THE FIELD.
 - STUDENTS ARE TO WAIT FOR PICK UP BY PARENTS OR GUARDIANS.
 - STUDENTS MAY NOT LEAVE FOR ANY REASON WITHOUT ADMINISTRATIVE APPROVAL.