

Lock Down Procedures

Code Red = Lock Down

Code Red IN = a danger is inside the building – students are to stay and cover not try to get back to their rooms.

Teachers –

- Lock your Door
- Turn off the light
- If you have window curtains/blinds close them
- Place students out of line of sight
- Do not open the door for anyone, you do not know who or what the threat is.

Code Red OUT = there is a danger from outside the building. All entrance doors are to be locked.

Teachers have assignments to insure the doors are closed.

- Lock your Door
- If you have window curtains/blinds close them
- Place students out of line of sight

Do not open the door for anyone, you do not know who or what the danger is and you do not know if they have gained access to the building.

Code Green = all clear resume normal schedule

Code Green is the only statement which clears the situation, if a person makes the statement all is clear this is not sufficient, it must be Code Green.