LOCKDOWN INFORMATION

Complete the bottom half of this form. Place completed copy here and in Section 2.5 Maps & Procedures.

⇨	If you are already in your classroom, lock the doors, shut the windows, close the blinds. Instruct everyone to get on the floor.
⇨	Do a roll call. Make all necessary notifications.
⇨	Do not respond to knocks or requests to open the door unless it is the Principal or other proper authority with proper identification.
⇨	Do not respond to a fire alarm unless directed by recognized authorities.
⇨	Turn on radio or provided communication equipment for updated information.
⇨	Do not let persons leave the room until the all clear is given.
⇨	Put designated message in window and under door if necessary.

Other Information:

Enter any additional Site Specific instructions for LOCKDOWN.

If you are going to insert more information than can be contained in this textbox, insert additional page.

Consider: Cafeteria, gym, library, theatre, athletic fields, pool, PE areas, 2nd or 3rd stories, elevators, portable buildings, open areas, and any area that will be difficult to secure.