If a lockdown message has been activated, do the following:

- Clear everyone from hallways into rooms if possible
- Open “Nightlock Lockdown” plastic box next to your door, install Nightlock into bottom of door bracket or side door frame – see photos below. Do not bother with trying to lock the door lock.
- Close all close windows & blinds (if open), obscure door windows

Reminder: If you usually keep your door window covered, keep the RED side out during normal operations. During a LOCKDOWN, do the following:

- Place Green/Red Card – Green side out if your room is safe & secure (even if you are missing some students from your room)
- Place Green/Red Card - Red side out if there is a major problem or significant safety issue inside of your classroom.
- Take a complete written roll of everyone in your room – students and adults.
- Office staff will call each room to check in with you regarding any major concerns and attendance issues.
- Direct students to an area of the room unobservable from outside and potential lines of fire.
- Turn lights off.
- BE QUIET! Turn off the ringers on all cell phones.
- Follow specified protocols if evacuation is initiated by law enforcement personnel.
- If a fire alarm has been activated, do not evacuate UNLESS fire or smoke is visible or unless an announcement has been made by a credible school official, fire dept, or sheriff dept. personnel.
- Prepare a plan of action if the intruder gains entry (e.g., all-out assault on the intruder).

See next page for procedures if there is a violent intruder:
If there is a **violent intruder:**

The following guidelines can be used by staff or designated others to determine if evacuation is a viable option versus lockdown:

- If you know the whereabouts of the violent intruder and you feel that you and those in your charge can safely evacuate the building and move to the student off-site evacuation location, if accessible, then do so. If not accessible, choose a location away from the source of danger.

Factors to consider in making the decision to evacuate versus lockdown:

- Mobility: Is everyone able to move quickly or is their mobility limited due to access or functional needs?
- Distance and/or concealment: Is there sufficient distance between you and the intruder to allow enough time to move the group and reach safety and/or sufficient concealment along your evacuation route to move undetected?
- Type of weapon the intruder has in his or her possession.