

EMERGENCY CHECKLIST

LOCKDOWN

- Intruder inside the building
- All doors are locked
- No movement of classes
- Traveling teachers do not travel
- No one in or out of the building
- Shades or blinds remain open
- No deliveries

LOCKOUT

- Danger posed from the outside
- Keypad disengaged to force one main door accessibility
- Instruction continues, classes move
- Traveling teachers do not travel
- If teacher is out to lunch, he/she may re-enter
- 1st floor shades or blinds are closed
- No deliveries