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| **1.1 Standard Operating Procedure- Lockdown**  |

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| **Purpose:** Used to secure the school building and grounds during incidents that pose an immediate threat of violence in or around the school

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| **Steps to be completed** | **Person Responsible** |
| Step 1: When you hear the lockdown announced, you should move quickly to execute the following actions. | All Staff |
| Step 2: If safe, gather students from hallways and common areas near your classroom | All Satff |
| Step 3: Lock your door. Barricade if necessary | All staff |
| Step 4: Move students to a safe area in the classroom out of sight of the door | All staff |
| Step 5: leave windows, blinds/lights as they are | All staff |
| Step 6: Keep everyone quiet, silence cell phones | All staff |
| Step 7: Take attendance | teachers |
| Step 8: Do not communicate through the door or answer phones | All Staff |
| Step 9: Do not respond to announcements or fire alarm | All staff |
| Step 10: Stay hidden until physically released by law enforcement personal  | All staff |

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| Additional Notes: |
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