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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   |  |  | | --- | --- | | **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 |  |  | | --- | | Additional Notes: | |  | |