

## Code YELLOW - Lockdown

This is a procedure, which allows the school to continue with the normal school day, but forbids outside activity and unnecessary room-to-room transit. No unauthorized personnel are to enter the building. Code YELLOW is most commonly used when an incident is occurring outside the school building, on or off school property, and there is no immediate or active threat. Code yellow may be initiated by the Police or school Administrators.

Steps to implement Lockdown after a possible threat has been identified:

1.	Lockdown signal is given via PA speakers –  "This is a Code Yellow Lockdown" (repeated 3x): Code yellow lockdowncode yellowlockdown	_ low
Rene	ated to ensure all students and staff hear	
2.	Office staff may call 911 and then call or email the School Board Office	
	will provide information about the lockdown to be updated on the school website	
3.	Staff/Students go directly to their respective classrooms. Have students who are outside immediately return to school building by bell tone or bullhorn signal	
Stude	ents with a spare block are to report to the nearest classroom or the library	
4.	Administrators and/or assigned staff – check that all exterior doors and entrances are locked and secure. Non-enrolling teachers/staff go to nearest classroom or staffroom or office	
5.	Teachers/Staff secure classrooms:	
	close windows and blinds	
	lock the door	
	take and submit attendance	
	<ul> <li>record any additional staff/students that are in the room.</li> </ul>	
Each	room is unique, so do the best you can. The primary concerns are locking doors and attendance	
6.	Teachers log onto their district email for situation updates. Updates may also come over the PA. Teachers can inform students of situation updates.	
A VP	will email / announce the nature of the lockdown so that everyone knows what's happening	
7.	Teachers may have students do quiet seatwork. This ensures no new announcements are missed. Do not open doors (NO bathroom/drinks).	
Teacl	hers use discretion on bathroom breaks (you know which students really need to go)	
8.	Monitor main entrance and allow only AUTHORIZED personnel into building through this point	
	is the job of the office staff and VP's	
NOTE	E: Code YELLOW may move to Code RED should threat become immediate and active.	
9.	"Code GREEN – All Clear x 3" on PA called only after threat has been resolved	

## **EXAMPLES FOR IMPLEMENTATION:**

- Police incident nearby (search warrants, K9 track, high-risk arrests nearby)
- Serious car accidents nearby
- Bear on school property
- Downed trees / powerlines / residential gas leak / house fire

## **COMMUNICATION:**

- Information pertaining to the reason for the Yellow Lockdown will be updated to the school website. The PMPD will also post an update on their website.
- Teachers will be informed of the nature of the lockdown and in many circumstances will inform their students of the reason for the lockdown
- \* it is important to remember that many of these lockdown will be brief in nature and will not affect most classroom activities.



## Code RED - Lockdown

This procedure is used when there is an **immediate and imminent threat to the school building population**. School staff and students are secured in the rooms they are currently in and no one is allowed to leave until the situation has been safely resolved or evacuated safely. **Most commonly implemented when building has an intruder.** A code RED can be initiated by Police or school Administrators.

Steps to implement Lockdown after a threat has been identified:

1. "This	Lockdown signal is given via PA speakers – s is a Code RED <i>Lockdown</i> " (repeated 3x) Code red lockdowncode red lockdowncode red lockdown	□ n
3.	Office staff call 911 – remain on the line with the Police.  caller will be required to provide updated information to police to assist in their response  Call / e-mail the Superintendent's office as soon as safely possible  will be done by the VP's or office staff  All persons report to the nearest securable classroom immediately. If you see the threat and can get out  of the building – do it!	
	Teachers/Staff check hallways for students. Once students are in the classroom:  Secure and barricade doors  Turn out lights Cover windows Pull shades Move students out of line of sight of doors and windows Hide No talking! classroom is unique. Assess your room and come up with a plan that works. The idea is to get the secure and students out of sight.	
6. You	Teachers/Staff are not allowed to open doors for ANYONE under ANY circumstances don't know who the threat is or how many there are	
7.	Teachers/Staff take attendance and record staff/students that are in the room, missing and extra students from the hall and await further instructions This needs to be done ASAP in case there's someone missing or the suspect is in your room	
8.	Teachers/Staff log onto their district e-mail and monitor for updates	
9. Stud	All activities cease. Ignore Fire alarms unless FIRST hand knowledge of fire or e-mailed information to respond. If exiting, go to rally point – predetermined site or to where directed by police ies show school shooters use fire alarms to create a large pool of targets exiting at once / in one area	
10.	Students/Staff outside building must evacuate to a predetermined, off-campus location. Rally point may change under direction of police	
11.	<ul> <li>In the event of an Active Shooter / Homicide in Progress:</li> <li>Follow instructions above. Stay secure/barricaded and hidden!</li> <li>Proximity = Jeopardy. In the presence of deadly threat, discretion to remain in lockdown, confront the intruder or to evacuate immediately by means other than hallways may have to be exercised</li> <li>Go to the rally point</li> </ul>	

"Code GREEN - All Clear x 3" on PA. Called only after building is secured and most have been evacuated by

police. Only open doors / come out of hiding for identified police officers