

# Lockdown

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Situations arise making it necessary to “lock the building down” to prevent people from entering the building. (Unidentified person(s) within a building, armed subjects, bomb threats, non-school crimes in the vicinity.)



## Basic Procedure

If you are notified for the need of a “Lockdown”.

1. Move into an open room and secure the door.
2. Stay away from the doors and windows.
3. Turn off the lights and close the blinds.
4. Please stay into your secured areas until you are released.

## Unsafe Persons

If you ever feel unsafe with an individual, please contact your area supervisor immediately.