**Lockdown Procedures**

Revision: 01/09/2013

Lockdown procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harming persons inside the school building(s) or threat to the safety of our school community.

The Principal /Vice Principal/Executive Committee Members on duty will issue lockdown notification by announcing a warning over the intercom or public address system, by sending messages in person to each classroom, or by sounding bells.

1. The building coordinators lock all exterior doors. No one will be allowed to enter or leave the building(s) or area(s).
2. Nobody other than school responding team members shall move around the premise.
3. All students and teachers/parents/staff are to remain in their classrooms/offices or seek the nearest locked room.
4. All doors, windows, and classrooms will be closed and locked or barricaded if possible.
5. Do not answer the door and move all persons away from windows and doors.
6. Accounting for all students or occupants should an evacuation be necessary.
7. Be aware of alternate exits if it becomes necessary to evacuate the building(s) or classrooms.
8. Turn off all lights and close window blinds.
9. Silence all cell phones and turn out computer monitors.
10. The classroom teacher shall keep students quiet and place the students wherever the intruder cannot see.
11. Look for the ‘Safe Corner’.
12. When an intruder is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek protective cover and call or contact the police, 911.

An administrator will signal all personnel if the lockdown has been lifted.

**学校安全紧急锁定程序**

版本：01/09/2013

锁定程序的起动，是发生在有涉及危险的入侵者到学校，或其他事故可能会导致人的伤害，或威胁到我们学校社区的安全。  
  
校长/副校长/值班校委，会通过学校对讲系统，或亲自发送消息到每个教室，或者通过拉响铃， 发出锁定警告通知。  
  
1。校区管理员会立即锁住外面所有的门。不允许人进入或离开建筑物。  
2。不允许除了学校管理团队成员以外的任何人在管辖范围走动。  
3。所有的学生/教师/家长/工作人员请留在教室/办公室，或寻找最近的有锁的房间。  
4。所有的门，窗和教室将被关闭，如果可能的话，设置障碍。  
5。不要开门，让所有人员远离窗户和门。  
6。教室点名，为疏散做准备。  
7。要注意备用出口，如果有必要逃离。  
8。关闭所有的灯光和关闭窗帘。  
9。关闭所有的手机和计算机显示器。  
10。教室老师负责请学生保持安静，并把学生安置在入侵者无法看到的地方。  
11。寻找“安全的角落”。  
12。当入侵者造成致命的伤害或即将发生的致命伤害，必须立即寻求保护屏障，并致电或联系警方，911。  
  
校长/副校长/值班校委，如果已解除锁定，会给所有人员发出信号。