

## Lockdown Information

- ⌘ At onset of drill, close shades on windows and lock classroom door(s).
- ⌘ DO NOT ANSWER DOOR FOR ANYONE (children included) NOT EVEN AUTHORITY FIGURES!
- ⌘ All of your students must be accounted for.
- ⌘ Keep yourself & children away from windows, including door window.
- ⌘ Whisper read to the children if they can't stay absolutely silent during the drill.
- ⌘ During a special, the specials teacher will take on responsibilities for the students.
- ⌘ Keep in mind the following points:
  - ✓ LRC locks down in computer lab
  - ✓ Teacher closest to the bathrooms check for students (figure this out ahead of time and have a plan)
  - ✓ Check the hallway before locking door. If you see a child, bring them into the classroom.
  - ✓ If you have a stray child or a missing a child, call 1449 to let the office know.
- ⌘ If out on the recess fields:
  - ✓ NH: go to Central Office Annex conference room
  - ✓ SH & EH: go to Town Library
- ⌘ If in the cafeterias:
  - ✓ Lock all doors and windows, cover windows if possible.
  - ✓ Have children place heads down on the tables.
  - ✓ MUST BE ABSOLUTELY SILENT!