**Lockdown Procedures**

Administration will announce the Lockdown Code from the main office (**Code RED**)

* Lock classroom doors.
* Close all classroom shutters.
* Turn lights off (leave only one light on).
* Take attendance.
* Cover the window of the classroom door with the **Green Card** if all students are accounted for and there are no issues.
* Cover the window of the classroom door with the **Red Card** if you cannot account for a student or have issues inside the classroom.
* Remain in Lockdown mode until **All Clear** announcement is made.
* **NO MOVEMENT IN THE BUILDING (EVEN IF FIRE ALARM RINGS). We will inform you if you need to leave the building.**

**NOTE:** During a lockdown, if your children are atspecial or lunch,they will be locked down in the area closest to their location. You may not be able to join them unless you are in the same area. Follow lockdown procedures.