

Lockdown Procedures

This procedure is used when an intruder invades the premises or there is an imminent danger to the campus.

Staff

1. Close and lock all doors, windows and classrooms.
2. Move students to corner away from doors and windows.
3. No one is allowed to enter or leave the room until an "All—Clear" is given.
4. Parents will not be allowed to pick up children from school until the "All-Clear" is given by the Superintendent or designee.
5. When "All-Clear" is given, students and teachers will return to their regular activities or parents can pick up children through the parent/student reunification process.

On - Site Administrator

1. Notify Williamson County Sherriff's Office.
2. Administration will report the situation to others as necessary.

Shelter in Place

"Shelter in Place" is a special designation used when a situation requires the lock-down of the school campus in order to protect students and staff from threats usually associated with, but not limited to, chemical or environmental disasters.

The "All-Clear" will be called once local emergency officials have given school officials notice to resume normal operations.

Staff

1. Hold students in classrooms.
2. If weather related, move students from classrooms with exterior windows into a classroom with no windows if possible.
3. If air quality is a concern, shut off AC system.

On - Site Administrator

1. Bring all students in from athletic fields.
2. Allow no one, including parents, visitors and staff, to enter or leave the building until further instructions are received from the Superintendent.
3. Locate alternative spaces for all classes with exterior windows or doors.
4. Monitor your e-mail and voice mail for updates.
5. Campus administration will report the situation to others as necessary.

Administration

1. Lock exterior doors and close all windows.