



# BUILDING SAFETY GUIDE

DEPENDING ON THE SCENARIO, FAMILIES WILL RECEIVE COMMUNICATION UPDATES FROM THE SCHOOL OR THE DISTRICT COMMUNICATIONS DEPARTMENT.

| LOCKOUT   | LOCKDOWN  | RUN, HIDE, FIGHT  |
|---|---|---|
| <b>Used if there is a threat in the community but <b>NOT</b> near the school.</b>   | <b>Used if there is a threat in the community <b>NEAR</b> the school.</b>   | <b>Used if there is an armed assailant <b>INSIDE</b> the building.</b>  |
| <div>1. An administrator/security will give the command to <b>LOCKOUT</b>.</div> <div>2. Normal operations<ul style="list-style-type: none"><li>•No one in, no one out</li><li>•Portables are the exception</li></ul><div>(Please note: Class periods may be extended.)</div></div> | <div>1. An administrator/security will give the command to <b>LOCKDOWN</b>.</div> <div>2. Staff, check the halls for students and get any students into nearby classrooms. Lock doors, cover windows, turn off ALL lights, and have students sit out of sight silently.<br/>(NO CELL PHONES)</div> <div>(Please note: Class periods may be extended.)</div> | <div>1. Any staff member can announce via intercom that <i>there is an armed intruder by (location the staff member is announcing from).</i><br/><b>RUN, HIDE, FIGHT</b></div> <div>2. Based on the location of the intercom message, staff should decide to hide <b>or</b> evacuate.</div> <div>3. In the event of an armed assailant, there will be <b>NO</b> ALL-CLEAR announcement over the intercom. Law enforcement officials will take over the site and clear locations individually.</div> |