

WESTLAKE HIGH SCHOOL

LOCK DOWN PROCEDURES

In case of a **LOCK DOWN**, please do the following:

1. A **LOCK DOWN** will be initiated over the intercom with the following statement: "This is a lock down"
2. Calmly ask students to move away from the door and windows
3. Check for any students who may be outside the classroom
4. **Close and lock any doors-Cover the windows. Stay off of phones!**
5. Call the roll, carefully noting students who are absent
6. Put the **Green Card** in the window or under door for all clear, and **Red Card** for need assistance. **NO CARD** is if you are in trouble or the intruder is in your room
7. A supervisor will call your room. Please state your name and room number when called. Indicate any students that were in class, but are now missing. Indicate any students who were brought in from the hall.
8. When called if you have a problem in your room that needs assistance please state **RED** in your conversation.
9. Stay off the phone or intercom and wait for "all clear" to be given.
10. Have students stay off their cell phones, it will clog up all response teams and communication for assistance. Plus the cell phone light will draw attention.