

LOCKDOWN

Persons authorized to take immediate action

- Principal
- Pastor

Persons to be notified

- Police –911
- Pastor – Father Steve
- Sister Joanne Callaghan –
- Religious Education Office—Gail Milne (will notify staff members)
- Youth Ministry – Joan Defendini
- Custodians
- Home and School Office

Response

During a Lockdown no one is permitted in or out of the building. This includes anyone who may have a key to the building.

- If an unauthorized person has entered the building, or if it is deemed necessary to Lockdown the building the following announcement will be made calmly using the PA system:

May I have your attention please? Code

Code is in effect.

- Teachers are then to lock doors, close windows and pull down the shades as well.
- Cover window in door.
- Students and teachers are to remain in the classroom they are in at that time. When closing or locking your doors if you see any student in the hallway bring them into your classroom.
- Students should be moved away from windows and doors.

- Students who are in the Nurse's Office and/or Main Office will remain in that area and classroom teacher will be notified.
- No one should remain in Msgr. Lawlor Hall, go to the hallway.
- Attendance is to be taken and reported, using your walkie-talkie, to the Main Office. If any student from another class is in your classroom, please report that as well.
- Students who are in the Library should be brought to the extra Kindergarten classroom.
- Principal, Administrative Assistant, DRE, Youth Ministry Director and custodians will check all doors and hallways.
- Secretary will remain in the Office to answer phones and relay any messages that may be necessary.
- Any parents who are in the building must also remain there.
- Information regarding the Lockdown will be posted on the school website and updated regularly to keep parents informed.
- Communication with teachers will be via walkie-talkies. Use discretion as to volume and where you listen to or speak into walkie-talkie.
- When the Lockdown is lifted an announcement will be made using the PA.

Teachers...Code...thank you for your cooperation.

Code

Lockout

Lockout is a procedure, which allows the school to continue with the normal school day, but curtails outside activity, and allows no unauthorized personnel into the building. This procedure is most commonly used when the threat is general or the incident is occurring outside the school building, on or off school property.

Steps to implement Lockout after a possible threat has been identified:

- Notify—Rectory – Father Steve
- REO—Gail Milne
- Youth Ministry – Joan Defendini
- Custodians
- Home and School Office –
- Sister Joanne Callaghan –
- Announce Lockout has been implemented.
- Have students who are outside the building return to the building immediately.
- Principal, Administrative Assistant, DRE, custodians check and secure all exterior entrance doors.
- Monitor main entrance and REO entrance and allow only AUTHORIZED personnel into the building.
- Information will be posted on the website and updated regularly to keep parents informed.
- If deemed necessary and/or in accordance with district decisions regarding bus transportation, the phone chain will be initiated to inform parents of any changes.
- If bus transportation is not available students will remain in school until picked up by a parent or an authorized adult designated by the parent.

Evacuation Procedures

Person authorized to take immediate action

- Principal
- Pastor

Persons to be notified

- Rectory – Father Steve
- Sister Joanne Callaghan
- REO—Gail Milne
- Youth Ministry – Joan Defendini
- Home and School Office
- Baldwin Superintendent—Dr. Britta
- Custodians

Actions to be taken

- Announcement will be made to evacuate the building and proceed to Safe Site.
- Assigned teachers and staff members will make certain that no student is in building.