

RECESS/OUTSIDE PROCEDURES:

1. Inform the main office that you're going outside.

Should a crisis occur, it is helpful for school leadership to know which classes are outside.

2. Bring a radio.

Cell phones are good but not as immediate as radios. With a radio, a person can simply push a button and talk. This will expedite help coming should you need assistance.

3. Do a quick scan.

Before leaving the school, stop at the exit and quickly scan the playground, parking lot, and outside area. Do you see any animals, dogs, people near the playground, or people lingering in the parking lot? If what you see concerns you, don't go outside. Call for assistance.

4. Leave the building.

If everything looks fine on the playground, exit the building. Do not prop open the door. 90% of all school attackers enter through an open/unlocked door.

5. Share your radio.

When going inside, share your radio with the class coming out if they don't have one.

6. Inform the office.

Make sure to tell the main office that you're back inside the building.

7. If a drill is called when you're outside.

Lockout:

A lockout is ordered when there is a potential threat in the **community**, therefore quickly return to the protection of the building through the nearest doors.

Lockdown:

A lockdown is ordered when there is **imminent** danger **inside** the building, therefore do NOT reenter the building but follow these principles.

1. Get away from the school!
2. Go to your predetermined rally point.
3. If you hear violence—go in the opposite direction.
4. If moving towards your predetermined rally point will inadvertently cause you to move closer to the violence—go in the opposite direction.
5. Once in your rally point or a safe place, take roll and call the district office. Alert them of your situation and location.
6. Above all, follow number #1.