

# SECURED ENVIRONMENT

## Quick Reference

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What's happening when your child's school is in "lockout" "shelter in place" or "lockdown"? Here are the procedures followed:

### LOCKOUT

1. All outside activities are suspended.
2. Exterior doors remain secured.
3. No one is permitted to exit or enter the building except for outside activities.
4. Classroom instructions and the change of classes proceed as normal.

### SHELTER IN PLACE

1. All outside activities are suspended.
2. Exterior doors remain secured.
3. No one is permitted to exit or enter the building.
4. School staff remain in their classrooms and office areas.
5. Classroom doors and windows are secured and there is no change of classes.
6. Teachers continue to provide classroom instructions.

### LOCKDOWN

1. School staff conducting outside activities relocate to an alternate site off school grounds.
2. Exterior doors remain secured.
3. No one is permitted to exit or enter the building.
4. School staff remain in their classrooms and office areas.
5. Classroom doors and windows are secured and there is no change of classes.
6. Lights are turned off and silence is maintained.
7. Students are relocated, out of sight.
8. Staff take measures to communicate if an emergency exists at their location.