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Adopted: September 1, 2026

In the event of a Lockdown critical incident, individuals should use the following procedures:

- 1) Stop all activities immediately.
- 2) Stay calm.
- 3) Go to the nearest classroom, office, or secure space, not hallways.
- 4) Close, lock, and barricade doors with heavy furniture (desks, cabinets) if possible.
- 5) Close blinds, curtains, and turn off lights to make the room appear empty.
- 6) Move away from doors and windows, get below window level, and hide behind solid objects.
- 7) Turn phones to silent and avoid making noise.
- 8) Continue Lockdown procedures inside the building until given the all-clear message or instructions by emergency responders.