

## **EMERGENCY LOCKDOWN PROCEDURE**

- 1. Immediately move to the nearest safe room.**
- 2. Lock and barricade the door.**
- 3. Turn off the lights.**
- 4. Close all windows and blinds. Cover the window of the door.**
- 5. Take cover behind something solid or take adequate cover out of site. Move away from the windows and doors.**
- 6. Turn off cell phones.**
- 7. Remain calm and quiet, and do not attempt to leave the room until police arrive.**