

Campus Access & Lock-Down

Beginning 2018-2019 school year

Main Entrance (Ringgold Street):

Will be used during the day to access the Upper Division, Middle Division, and Administration Building. This will allow our Security Guard to better physically monitor this gate even while both gates will continue to be on 24 hr. camera surveillance.

Retama Gate:

Retama Street entrance will be closed by 9:00 AM each school day and all traffic will be directed to the main entrance on Ringgold Street/Palm Blvd.

Retama Street entrance will re-open at 3:00 PM for student pick up.

Retama Street Entrance Closed: Weekends (unless of a special event)

Lock down Protocols:

- ❖ All classrooms have a "Safety Spectrum Book" as a quick reference guide to our Comprehensive Crisis Management Plan for a variety of emergencies.
- ❖ Lock-Down Procedures

A lock-down involves clearing all public areas of students and staff, and securing them behind locked doors. When necessary, a lock-down announcement will be initiated. An example of a lock-down announcement is as follows: "INITIATE A LOCK-DOWN. THIS IS NOT A DRILL. INITIATE A LOCK-DOWN. All students will please report immediately to the nearest classroom." When class is in session, and a lock-down is initiated, teachers will immediately:

- Quickly check for students in halls and bring them into the classroom.
- Keep students in the classroom, lock classroom door(s) and window(s), pull the blind over the classroom door window.
- Keep students calm, seated in a tucked position away from doors and windows.
- Complete an attendance sheet. List the students retrieved from the hallways and any missing students.
- **Staff members should use phones only to call law enforcement. Do not hinder, clog or overload communication systems. Students will not be allowed to use phones. Do not attempt to call students, Administration will alert parents.**
- Teachers outside the building with students do not re-enter, but keep class together.
- Wait for all-clear signal if a practice drill or for emergency personnel to evacuate the classroom area in a real emergency.
 - ✓ **Do not open door for anyone; authorized personnel will have keys.**
 - ✓ After building evacuation, follow pre-set evacuation plan.