



Safety Posture Reference Sheet

SHELTER-IN-PLACE	LOCKOUT	LOCKDOWN
<ul style="list-style-type: none"> An announcement will be made that a Shelter in Place is in effect due to weather related issue, a non-specific bomb threat, or an emergency that requires the building operations to pause 911 may need to be called, due to the situation Students should report/remain in their regularly scheduled class Teachers should take attendance and continue with normal classroom routines Do not remain in a lavatory, report back to your classroom An announcement will be made when the need for a Shelter in Place has ceased 	<ul style="list-style-type: none"> An announcement will be made that a Lock Out is in effect due to an emergency taking place in the vicinity of the school Exterior doors and windows should be locked Outside activities are ended Classes will continue as usual The Principal will announce an end to the Lock Out when he/she receives notification from the Buffalo Police or District Office 	<ul style="list-style-type: none"> An announcement will be made that a Lockdown is in effect due to an intruder, serious, or eminent danger that pose life-threatening risks, taking place in the building 911 must be called. LAW ENFORCEMENT WILL TAKE OVER THE SITUATION. Teachers should direct students to the closest <u>room</u> and remain there Teachers should take attendance Teachers should <u>lock</u> doors after making sure all students are inside Teachers will take attendance of all students in the classroom Teachers should direct students to sit on the floor, away from the door and farthest from the windows <u>Do not talk</u> <u>Do not</u> pull window shades down or block view from outside ADMINISTRATION OR MEMBER OF LAW ENFORCEMENT WILL MAKE AN ANNOUNCEMENT THAT THE BUILDING WILL BE CLEARED. ALL DOORS WILL BE OPENED BY THE PRINCIPAL, ASSISTANT PRINCIPAL, or a MEMBER OF THE BUFFALO POLICE DEPT.