

Atlantic County Special Services School District
Crisis Management Plan

Lockdown/Perimeter Lockdown Checklist

Date of Incident: _____ **Drill:** **yes** **no**

Lockdown (Code Red):

Activity	Yes	No	Comments
All staff members/students are out of the hallways and in the nearest classroom or office			
Office/classroom doors are locked			
Shades/blinds are pulled down			
Lights are turned off			
Staff/students are away from windows and doors			
Staff do not open doors for any reason			
All staff/students remain in their space until "all clear" announcement is made			
<i>For Administration Only</i>			
Nextel Crisis Management Team group is notified of lockdown			

Perimeter Lockdown (Code Yellow):

Activity	Yes	No	Comments
Any staff/students outside move indoors after hearing "Code Yellow" announcement			
All staff/students remain in the building after "Code Yellow" announcement is made			
All exterior doors and windows are closed			
No one leaves the building until an "all clear" announcement is made			
<i>For Administration Only</i>			
Ventilation (heating/cooling) systems are turned off if necessary			

Signature

amg – April 2010

Position