TIMELINE OF A LOCKDOWN

BUILDING SECURED

1

5

All students are safe and accounted for. This process is our top priority and <u>can take</u> <u>time</u>. EVERYTHING else waits until Phase 1 is complete.

3

LOCKDOWN ISSUED

This can be a directive from law enforcement or school administration, after receiving information needing further investigating.

LAW ENFORCEMENT COMMUNICATION

Discussion with law enforcement occurs to gather information and establish a plan, based on what we know.

COMMUNICATION CREATED

Information and plan is put together in cohesive format to distribute to staff and families.

BUILDING STAFF IS NOTIFIED

Communication is made to building staff, as they are the ones providing order and care to children.

EMAIL SENT

Information is distributed to impacted families and employees via email. This process takes time, as hundreds of messages are being sent at once.

