



Haslett Public Schools
Lock-Down Procedures

NO ACCESS – LOCKDOWN	SHELTER IN PLACE - LOCKDOWN
<ul style="list-style-type: none">● Access to all exterior doors is restricted to building administrators and emergency personnel● All classroom doors are locked and secured● Building administrators may allow entry or exit to the school on a case by case basis. Individuals must be escorted by the administrator● Building schedules and classroom instruction will continue as normal except students will NOT be allowed outside the building. Any students outside will be brought into the building immediately● Classroom lights, cell phones and other devices can be used as normal● Central Office will notify all school buildings including Community Education, Technology, Maintenance, Bus Garage and MSU Preschool via the district radio system● Parents will be notified of the lockdown via the skyward alert system and the district app. Notification will take place as soon as possible for initiation and clearing of a lockdown situation	<ul style="list-style-type: none">● Access to all exterior door is restricted to emergency personnel only● All classroom doors are locked and secured● No person is allowed to enter or exit the building during lockdown – NO exceptions will be allowed● Verify attendance● All shades are drawn, and students and staff convene in a secure place within their classroom and remain silent until the all clear signal is announced● Classroom lights, cell phones and other devices need to be turned OFF. Staff may keep their cell phones on vibrate.● Central Office will notify all school buildings including Community Education, Technology, Maintenance, Bus Garage and MSU Preschool via the district radio system● Parents will be notified of the lockdown via the skyward alert system and the district app. Notification will take place as soon as possible for initiation and clearing of a lockdown situation