



Haslett Public Schools

Lock-Down Procedure

EXTERNAL LOCK-DOWN	INTERNAL LOCK-DOWN
<p>*All exterior doors are locked</p> <p>*All shades are drawn and students and adults conduct business as usual in their classrooms</p> <p>*Verify attendance</p> <p>*All student cell phones need to be turned OFF; all staff cell phones need to be on “vibrate”</p> <p>*No person is allowed to enter or exit the building during the lock-down – “No ins and No outs!”</p> <p>*Upon notification from Meridian Township Police or the Superintendent of the necessity of a lock-down, the District will:</p> <ol style="list-style-type: none"> 1. Radio ALL buildings including Community Education, Technology, Bus Garage and MSU Preschool regarding the lock-down 2. A “group” text will be sent to ALL administrators with details and instructions regarding the nature of the lock-down (external or internal) <p>*Parents will be notified of the lock-down in a timely manner AFTER the situation has been cleared, or if the beginning or end of the student day is affected, parents will be notified prior to the clearance</p>	<p>*All exterior and internal classroom doors are locked</p> <p>*All shades are drawn and students and adults convene in a secure place within their classrooms and remain silent</p> <p>*Classroom lights and device monitors need to be turned off</p> <p>*Put “signal” (red/green) cards in place RED = serious injury/situation GREEN = all is OK NO CARD = RED</p> <p>*Verify attendance</p> <p>*All student cell phones need to be turned OFF; all staff cell phones need to be on “vibrate”</p> <p>*No person is allowed to enter or exit the building during the lock-down – “No ins and No outs!”</p> <p>*Upon notification from Meridian Township Police or the Superintendent of the necessity of a lock-down, the District will:</p> <ol style="list-style-type: none"> 1. Radio ALL buildings including Community Education, Technology, Bus Garage and MSU Preschool regarding the lock-down 2. A “group” text will be sent to ALL administrators with details and instructions regarding the nature of the lock-down (external or internal) <p>*Parents will be notified of the lock-down in a timely manner AFTER the situation has been cleared, or if the beginning or end of the student day is affected, parents will be notified prior to the clearance</p>