



Saint Anthony's High School

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Assistant Principal
Student Activities



Crisis Lockdown Schedule



All Faculty, Staff and Students

Thursday, October 19, 2017, Day 5

Schedule VII (Revised)

*Crisis Lockdown
Drill during
B₁ ⇨⇨⇨⇨*

1	A	8:20 - 8:55	35 minutes
HR	HR	9:00 - 9:10	10 minutes
2 _a	B₁	9:15 - 9:45	30 minutes
2 _b	B ₂	9:50 - 10:30	40 minutes
3	C	10:35 - 11:10	35 minutes
4	D	11:15 - 11:50	35 minutes
5	E	11:55 - 12:30	35 minutes
6	F	12:35 - 1:10	35 minutes
7	G	1:15 - 1:50	35 minutes
8	H	1:55 - 2:30	35 minutes

*Crisis Lockdown
Drill during
⇨⇨⇨⇨ B₁*

*Be sure to review Emergency
Protocols on the following two pages!*



Emergency Crisis Lock Down Procedures
All Area Comprehensive Protocols
Thursday, October 19, 2017
Day 5 - B Period - Special (Schedule VII - Revised)



Crisis Lockdown Drill

Classroom

1. Brother Joshua will announce: *“Emergency Crisis Lock Down.” (Teachers Begin Protocols immediately on hearing that directive over the P.A.)*
2. Teachers must look outside classroom, clear hallways of students (pull in any students in the vicinity) and lock all doors.
3. Be sure both front and back door knobs are locked.
4. Turn off the lights.
5. Exterior classrooms leave shades open, interior classrooms close shades.
6. Move student desks and any available furniture to barricade both doors.
7. Seat students tightly against the wall between the two doors away from the windows.
8. Remain seated in absolute silence. Do not answer knocks on the door.
9. Each room will be unlocked by a Police/Faculty/Staff/Emergency Personnel member of the Crisis Response Team.
10. Take Attendance of all persons who are in the room when safe to do so.
11. Once room has been unlocked, return all furniture to original positions.
12. Students should be instructed to sit and wait for further instructions.

Library (see **Classroom** Protocol above)

1. Brother Joshua will announce: *“Emergency Crisis Lock Down.” (Teachers Begin Protocols immediately on hearing that directive over the P.A.)*
2. Barricade doors with furniture. Lower window shades where possible.
3. Lock all doors. Seat students tightly on floor out of view of windows using Tutoring Center and Corner Offices.
4. Remain in place until you are released by a Police/Faculty/Staff/Emergency Personnel member of the Crisis Response Team.
5. Take Attendance of all persons who are in the room when safe to do so.

Labs (see **Classroom** Protocol above)

1. Brother Joshua will announce: *“Emergency Crisis Lock Down.” (Teachers Begin Protocols immediately on hearing that directive over the P.A.)*
2. Follow **Classroom** Protocol above and Seat students tightly on floor against the hallway wall out of view from the doors and away from windows.

Cafeteria

1. Brother Joshua will announce: *“Emergency Crisis Lock Down.” (Teachers Begin Protocols immediately on hearing that directive over the P.A.)*
2. Cafeteria Faculty close and barricade doors with folded tables and counters.
3. Faculty instruct students to sit tightly against the Soda Machine Wall and Data Display Wall.
4. Students must remain in absolute silence.
5. Remain in place until you are released by Police/Faculty/Staff/Emergency Personnel member of the Crisis Response Team.

General Office (see *Cafeteria Protocol* above)

1. Brother Joshua will announce: “*Emergency Crisis Lock Down.*” (*Teachers Begin Protocols immediately on hearing that directive over the P.A.*)
2. All personnel report immediately to the Sacristy. Close and lock both doors.
3. Be sure all employees are accounted for.
4. Remain in place until you are released by a Police/Faculty/Staff/Emergency Personnel member of the Crisis Response Team.

Gym

1. Brother Joshua will announce: “*Emergency Crisis Lock Down.*” (*Teachers Begin Protocols immediately on hearing that directive over the P.A.*)
2. Close Gym doors. Turn off lights.
3. Seat students tightly on the floor up against the bleachers.
4. Take Attendance of all persons who are in the Gym when safe to do so.
5. Remain in place until you are released by Police/Faculty/Staff/Emergency Personnel member of the Crisis Response Team.

Auditorium

1. Brother Joshua will announce: “*Emergency Crisis Lock Down.*” (*Teachers Begin Protocols immediately on hearing that directive over the P.A.*)
2. Drama Classes close and lock Auditorium doors. Students hide in Back Mezzanine.
3. Take Attendance of all persons in the Auditorium when safe to do so.
4. Remain in place until you are released by Police/Faculty/Staff/Emergency Personnel member of the Crisis Response Team.

Student Center Concourse Level (Art, Music, Locker Rooms, Offices)

1. Brother Joshua will announce: “*Emergency Crisis Lock Down.*” (*Teachers Begin Protocols immediately on hearing that directive over the P.A.*)
2. Follow the **Classroom** Protocols.
3. Art Classes move into Art Prep Rooms. Seat students tightly on the floor away from doors.
4. Gym/Weight Room students stay locked in Gym Locker Room in silence.
5. Take Attendance of all persons who are in the Locker Rooms when safe to do so.
6. Remain in place until you are released by Police/Faculty/Staff/Emergency Personnel member of the Crisis Response Team.

Maintenance Staff/Cafeteria Staff

1. Brother Joshua will announce: “*Emergency Crisis Lock Down.*” (*Teachers Begin Protocols immediately on hearing that directive over the P.A.*)
2. Shelter in nearest room. Lock doors and remain quiet.
3. Lock down Garage immediately. Cafeteria rolls down gates and lock personnel into the food service area (where students select food).
4. Be sure all employees are accounted for.
5. Remain in place until you are released by Police/Faculty/Staff/Emergency Personnel member of the Crisis Response Team.

Nurses/Departmental Offices (see *Classroom Protocol* above)

1. Brother Joshua will announce: “*Emergency Crisis Lock Down.*” (*Teachers Begin Protocols immediately on hearing that directive over the P.A.*)
2. Follow the **Classroom** Protocols.
3. Remain in place until you are released by Police/Faculty/Staff/Emergency Personnel member of the Crisis Response Team.

Thank you!
Brother Joshua, OSF