

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside building.

- Crisis Team Coordinator will issue lock-down procedures by announcing warning over PA system or sending a messenger to each office.
- PA announcement may be a coded or basic alert (*see Warning and Notification section for coded warnings*) message.
- Direct all employees and guests into rooms.
- Lock doors.
- Cover windows of rooms.
- Move all persons away from windows and doors.
- Allow no one outside of rooms until Coordinator gives an all-clear signal.