

Lehi Junior High Emergency Lock Down/Out Procedure Summary

- **Intruder Alert:** If an intruder is in the building there will be an announcement over the intercom that there is an intruder in the building and all teachers need to secure their classrooms. At that time teachers will check the hallway for any students in the hall and bring those students into their classroom then close and lock their doors. Teachers will then turn off the lights, get students away from any windows or doors, take roll of who is in the classroom, and remain quiet until further instruction is given. Communication will take place over text and email.

- **Bomb Threat:** If there is a bomb threat there will be an announcement over the intercom that all teachers need to secure their classrooms and check their email in the next 10 minutes for instructions. At that time teachers will close and lock their doors. Instruction and classroom activities go on as normal with the exception that students do not leave the classroom. Everyone will remain in their class until further instruction is given. Communication will take place over text and email.

- **Lockout:** There will be an announcement over the intercom that the school is in a lockout and we need to secure the perimeter. At that time, we need to bring all students indoors. Take roll and report any missing students to the office. Instruction and classroom activities go on as normal. Students, teachers and staff may move about **inside the building only**. Students, teachers and staff will remain in the building until further instruction is given.