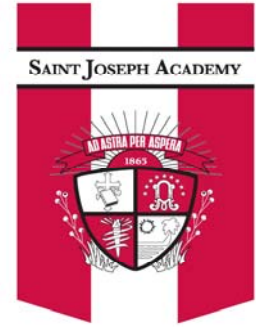


SAINT JOSEPH ACADEMY

Campus Access & Lock-Down



Beginning Monday, January 7, 2013

Main Entrance:

Ringgold Street/Saint Joseph Drive will be closed at 10:00 AM each school day and all traffic will be directed to the Retama entrance.

Main entrance will re-open at 2:00 PM for student pick up.

Main Entrance Closed: Weekends

Retama Gate:

Will be used during the day to access the Middle Division, Upper Division and Administration Building.

This is to allow our Security Guard to better physically monitor this gate even while both gates will continue to be on 24 hr. camera surveillance.

Lock down Protocols:

- ❖ All classrooms have a "Safety Spectrum Book" as a quick reference guide to our Comprehensive Crisis Management Plan for a variety of emergencies.

☞ Keep this book in a prominent place in every classroom.

- ❖ Lock-Down Procedures

Page 14 of "Safety Spectrum Book"

A lock-down involves clearing all public areas of students and staff, and securing them behind locked doors. When necessary, a lock-down announcement will be initiated. An example of a lock-down announcement is as follows: "INITIATE A LOCK-DOWN. THIS IS NOT A DRILL. INITIATE A LOCK-DOWN. All students please report immediately to the nearest classroom." When class is in session, and a lock-down is initiated, teachers should immediately:

- Quickly check for students in halls and bring them into the classroom.
- Keep students in the classroom, lock classroom door(s) and window(s), pull the blind over the classroom door window (if applicable), make classroom appear vacant, if possible.
- Keep students calm, seated in a tucked position away from doors and windows.
- Complete an attendance sheet. List the students retrieved from the hallways and any missing students.
- **Staff members should use phones only to call law enforcement. Do not hinder, clog or overload communication systems. Do not allow students to use phones.**
- Teachers outside the building with students do not re-enter, but keep class together.
- Wait for all-clear signal if a practice drill or for emergency personnel to evacuate the classroom area in a real emergency.
 - ✓ **Do not open door for anyone; authorized personnel will have keys.**
 - ✓ After building evacuation, proceed to the predetermined area when applicable.
 - ✓ Ensure that all students with staff proceed to the off-site evacuation center when applicable.
 - ✓ Once at the off-site area, check attendance and report any missing students.