**[Name] School Lockdown Announcements**

To Begin:

May I have your attention please? We are currently moving into a Lock-Down situation. Please do not panic and listen closely to this announcement and your teacher. If you are currently outside please move to your classroom at this time. Teachers please email [Name/s] of your location and attendance. Please let us know any missing students/ staff or extra students/ staff. For the safety of you and your classmates, at no time can you use an electronic device.

To End:

May I have your attention please? The situation requiring us to use the Lock-Down procedure has passed. You may now resume your regular schedule. Thank you for your cooperation.