[insert specific information] **Lock-down Building Assignments**

First Floor –**insert name**

Second Floor – **insert name**

Third Floor – **insert name**

Outside Doors – **insert name**

Responsibilities:

Lock out side doors

Check Classroom doors

Check windows to see if they are covered and where the students and staff are in the classroom

Knock on the door to see if staff opens it

Call-in Procedure: [insert specific person to call and number]

Have a list of staff and check off if they have emailed in and location

Separate list of missing students

Separate list for extra students/ staff

Retrieve off campus list for staff, call them to not come back to campus until further notice if real event

Custodian [insert specific person]

Please secure all doors.