

CEO LOCK-DOWN PROCEDURE

RESPOND TO
A LOCK-DOWN

CALL A
LOCK-DOWN



GET TO A SECURED/
LOCKED LOCATION

DIAL *71

State the following:
"LOCK-DOWN, LOCK-
DOWN, LOCK DOWN
ADMIN"

CONTACT 911
If possible

Are you in the building where the
lock-down was called?

YES!

Do your best to
reach **ONE** Admin
staff in either of
the other Main
Campus Buildings.

Relate what
you know
about the

NO!

Are you a manager with staff in the field?

NO!

YES!

Remain **CALM** & in a
SECURED location for
further instructions
from the police.

Contact all staff in the
field and state "Lock-
down, do not report
back to building until
notified."