

# 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 ANNEX"

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."