

# 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  
CRC"

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."