



<b>Governed By:</b> Administration	<b>Effective Date:</b> 3/30/2023
<b>Procedure:</b> Shelter in Place (Lockdown)	<b>Updated Last:</b> 3/30/2023

**Summary:**

To ensure all CEO sites/locations are safe and secure for all staff, customers and visitors, it is CEO's foremost priority to make sure the community we serve is safe and free from acts of potential violence of any kind in all CEO's locations.

**Procedure:**

All of our desk phones and classroom phones have an intercom capability to page within each building, but not between buildings. If an immediate threatening emergency arises, please follow the attached Paging Instructions to alert your building. **Print these instructions and keep them located near your phone.**

Instructions to send a "Lockdown" message when a threatening emergency occurs in any of CEO's buildings:

- S**end out Lockdown alert within your building using desk phone
- A**rrive at designated shelter in place area
- F**irst dial 911, then call Tia Nunziato (518) 951-4535 to tell her the situation
- E**veryone stay lockeddown until "All Clear"

Each Shelter in Place (Lockdown) area is defined per location. All classrooms have an identified area, where staff and children will gather. All suites and offices have also identified the best shelter in place area on their floor or suite.

Shelter in Place drills will occur from time to time, with and without notice.

# EMERGENCY LOCKDOWN CALLS

## PAGING

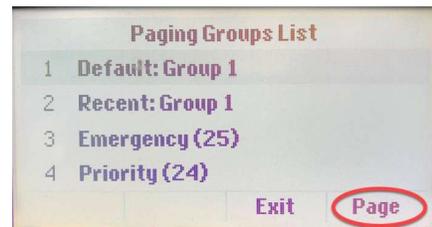
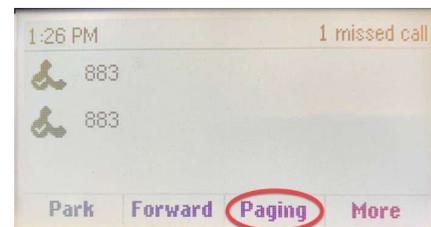
You have the ability to make a 1-way announcement on your phone and have that announcement go through the speaker phone of all other unused phones in your office.

### How do I page from my desk phone?

When not an active call,

- Press the **More** softkey.
- Next, press the **Paging** softkey.
- Now press the **Page** softkey.

You will hear your phone beep. After the beep, make your announcement.



**Tia Nunziato (518) 951-4535**

**Senior Admin Team**

Sue Rosa (518) 331-0606

Mary O'Grady (518) 878-6247

Erin Hernandez (518) 796-2144

Nancy Uber (518) 588-0334

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