

## **Teacher's responsibilities during the lockdown drill:**

1. After the lockdown drill is announced, if safe, gather students from hallways and common areas near your classroom. Do not bring any adults inside!!
2. Lock the classroom door and windows, barricade if possible (Pretend during the drill). Leave windows, blinds/lights as they are.
3. Keep all children sitting on the floor, away from the doors and windows. Use desks, cabinets or other heavy furniture as a shield, if present (Pretend during the drill)
4. Take attendance of students and make sure all students remain in room as quietly as possible
5. Do not answer PA announcements and ignore any fire alarm activation
6. DO not communicate through door or answer the room phone.
7. Turn cell phones on silent or vibrate.
8. Role-play: call 9-1-1 and explain the situation
9. Stay hidden until physically released by the PTA reps with orange vest (actors during the drill).

**Actors/Actresses and conductors in charge:**

**Intruders: Shenghua Song, Qiang Li**

**Law enforcement personnel: Parents on PTA duty (x4), need to wear the orange vests**

**Cafeteria Area: Yanli Wang, Jin Zheng**

**Gym Area: Ting Li**

**Director: Yanan Hou**

**The responsibilities of the actors/actresses and conductors include:**

- 1. Intruders should act like armed shooters entering the building and walk around the hallway and gym area - director announces the lockdown drill once seeing the entering intruders.**
- 2. Law enforcement personnel should physically release the people from the classrooms and gym.**
- 3. Conductors in the cafeteria make sure the people in the area are directed to the nearest exits.**
- 4. Conductors in the gym make sure the gym doors are locked after receiving the people evacuating from the cafeteria.**
- 5. Conductors in the gym then make sure all people are hidden in the area outside the eyesight of the gym doors.**
- 6. Stay hidden until physically released by law enforcement personnel (PTA reps with orange vests).**