

## **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, remove the magnetic strip from the latch and put it on the metal door frame (refer to this video: <https://www.youtube.com/watch?v=DQ6snpfsJX0>). Lower the blinds next to the door and switch off all lights.
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 the 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: Brandon and three parents on duty on 05Nov2023**

**Cafeteria Area: Zhanjie Li, Ting Li**

**Gym Area: Lei Zhu**

**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.**
- 3. Conductors in the cafeteria make sure the people in the area are directed to the small gym or nearest exits if necessary.**
- 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).**