

ALL PRINCIPALS/ASSISTANT PRINCIPALS: Lockdown Drills

Category: Required Action

Audience: All Principals/APs

Due Date: n/a

Meeting Date: n/a

Attachment(s): [REVISED LOCKDOWN PROCEDURE CODE RedYellowVI19.5.14.04.pdf](#)

To inform principals to discuss and review the Critical Incident Response Plan Manual.

- At the start of each school year and periodically thereafter, principals should discuss and review their Critical Incident Response Plan with teachers and school staff. Please ensure that staff members are made aware of their roles and responsibilities in the event of school site emergencies.
 - School administrators are required to perform two lockdown drills each school year, as described in the District Critical Incident Response Plan. The first drill shall be performed during the month of October and the second during the month of February. You should perform one “code yellow” and one “code red.” Each principal or designee is required to report the lockdown drill utilizing the FASI online system on the same day the drill is performed.
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Department: Division of Safety and Emergency Management