

Alexander Local Schools Parent Communication Flow Chart

Staff on Alert

- Facility perimeter is on lockdown.
- Students and teachers maintain the educational process.
- Teachers are notified and aware of the situation and take extra measures to know where their students currently are.
- Staff waits for further directions.



Working Lock Down

- Facility is locked down.
- Classroom doors are locked and all students are accounted for.
- No one is permitted in the halls but the educational process continues in the classrooms.
- Staff waits for further directions.
- One Call Now notification is sent to parents.



Lock Down

- Facility is locked down.
- Classrooms are locked down with lights off and no one in sight.
- No door should be opened at any time.
- Staff barricades doors and waits for further directions.
- One Call Now notification is sent to parents & an Alert is placed on the District Website.

PARENT PROTOCOL

- If administration puts the building in a Working Lock Down or Lock Down, parents will be notified via the One Call Now System with a brief description of the threat.
- Parents will wait for further information/instructions and refrain from calling the school and overloading the phone lines.
- If required, the location to pick students up will be posted on the District Website and a notification will be sent via the One Call Now System (text/phone call).
- Law enforcement will determine severity and if other public notices should go out.