

revised 9-28-09

St. Petronille “Soft Lock Down” Procedure

1. Principal, Dr. Kelly, makes “Soft Lock Down” announcement.
2. All doors are locked, but classes continue.
3. Students are not allowed to leave and visitors are not allowed to enter.
4. Students are not allowed to leave their classrooms during class period unless accompanied by a teacher.

St. Petronille “Lock Down” Procedure

1. Principal, Dr. Kelly, makes “Lock Down” announcement.
2. Teachers gather students in classroom away from windows and doors.
Lock doors.
3. All exterior doors are locked/secured in the following manner:

Education Center entrance doors and Northwest Stairwell doors by:
Karen Gronwick and Annette Garrison and/or Mary Miller, Val Della Penna.

Oscar or Alex (maintenance) secures the following:

- ✓ Hillside St. doors
- ✓ Athletic Entrance, Church, Parish Center
- ✓ The PLACE exterior door
- ✓ Gym exterior doors
- ✓ All church exterior doors and gate to church
- ✓ Pool exterior door
- ✓ Gym balcony door
- ✓ New lunchroom doors
- ✓ Emergency exit doors from Parish Center

- ✓ Kindergarten entrance (Mrs. Doyle and Mrs. Trunk)
- ✓ Kindergarten emergency door in Room 410 (Kdg teacher)
- ✓ Door to playground (Kdg. teachers or aides)

Parish office entrance - Claire Tansley
Link door – the third floor – Vickie O’Malley
Link Door – Mrs. Chantos

Karen Gronwick calls Claire Tansley (Priority) or Judi Fronczak – to announce lock-down

All exterior doors should already be locked. **The only doors that will need to be locked are the doors at the entrance to the education center.**

Emergency Shut Down of Air Handling Equipment STAY INSIDE

Intercom announcement will be made for directions.

The following units will be turned off by:

Classroom teachers: Classroom AC. Close all windows and doors

Dr. Kelly or Education Center outside 425 Prospect entrance.
Karen Gronwick Turn the switch on the square-D switch panel on the side of the
 building to the OFF position.
 Alert Religious Education Offices.

L. Lohr Library A/C
M.E. De Vos Turn the thermostat to the OFF position in labs and media room.

Andres Church A/C
 Turn the A/C switch in the sacristy to OFF position
 Parish Center
 Windows and doors

Christine Pool air handler and gym air handler. Windows and doors.

B Smith Turn the two black switches on the bottom of the A-B switch panels in
 the church boiler room to the OFF position.
 Windows and doors in parish offices.

C. Tansley Alert Parish Staff