

# **John Bartram High School**

**2401 S. 67<sup>th</sup> Street**

**Philadelphia, PA 19142**

**Phone: (215) 400-8100**

**Fax: (215) 400-8101**

## **Faculty & staff should do the following if a lockdown is ordered:**

- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by a safety or school official.
- Turn off all lights, and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Silence televisions, cell phones, and other electronics.
- Clear hallways, bathrooms, and any area or room that cannot be thoroughly secured.
- Account for every student in the room.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an "all clear" from authorized personnel.

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## Students should abide by the following rules during a school lockdown:

- Alert a faculty member or staff if you know that someone is simply pulling a prank.
- Remain quiet, still, calm, and alert.
- Follow all instructions.
- Only use cellular devices if it is an emergency or if instructed to do so.
- If you are in the restroom during a lockdown do not come out stay inside, remain, calm, and quiet.
- If you are in the hallway during a lockdown drill go to the closest room and remain there with the door locked until you get an all-clear.