




Columbine Locks

The East Campus classrooms now have “Columbine Locks” on the inside of each door. They are designed to allow the teacher to lock their students safely inside their classrooms in the event of an emergency.

		
<p>Door Unlocked</p>	<p>Door Locked: Push</p>	<p>Door Locked: Push and Twist</p>
<ul style="list-style-type: none">• Normal condition of the door during normal working hours.• When unlocked, students can enter and exit the classroom freely.	<ul style="list-style-type: none">• Lock the door by pushing in the button.• Unlock by opening the door.	<ul style="list-style-type: none">• Lock the door by pushing in the button and <u>twisting clockwise</u>.• If you leave the classroom, the door will lock behind you.• Unset lock by <u>twisting counterclockwise</u> and opening the door.

Campus Lock Down: In the event of a Campus Lockdown:

- Lock the door.
- Do not let anyone in.
- Draw the blinds, if possible.
- Encourage students to stay away from windows and doors.
- Turn off the lights.
- Wait silently for further instructions.