

Lock Down Check List

Building Monitor Area

Check Off

1	Hear gunfire / see shooter / are advised of a lock down	
2	Lock the door/s to your office or immediate area	
3	Do not go outside	
4	Go to a protected place which has a phone and is away from windows (e.g. under a desk).	
5	If there is a serious injury or the shooter is in your area phone 911 or 650-574-6415 to advise	
6	Do not phone this number unless you have a serious situation	
7	If 'all clear' is given, assist in advising building occupants that it is safe to return to normal activity	
8	If an evacuation notice is ordered, follow the instructions on the EVACUATION CHECK LIST on your clipboard in your orange bag.	