

ASM Lock Down Process - Gallery 37 Center for the Arts

In case of an incident involving an intruder threatening imminent harm to the lives or safety of ASM students, staff or visitors, please follow the procedures outlined in this manual. You are encouraged to review and memorize the lock down process for your classroom and other areas where you may be with your teens like the computer lab or mezzanine. Please do not share the drill procedure with teens or external parties.

Daily Procedures

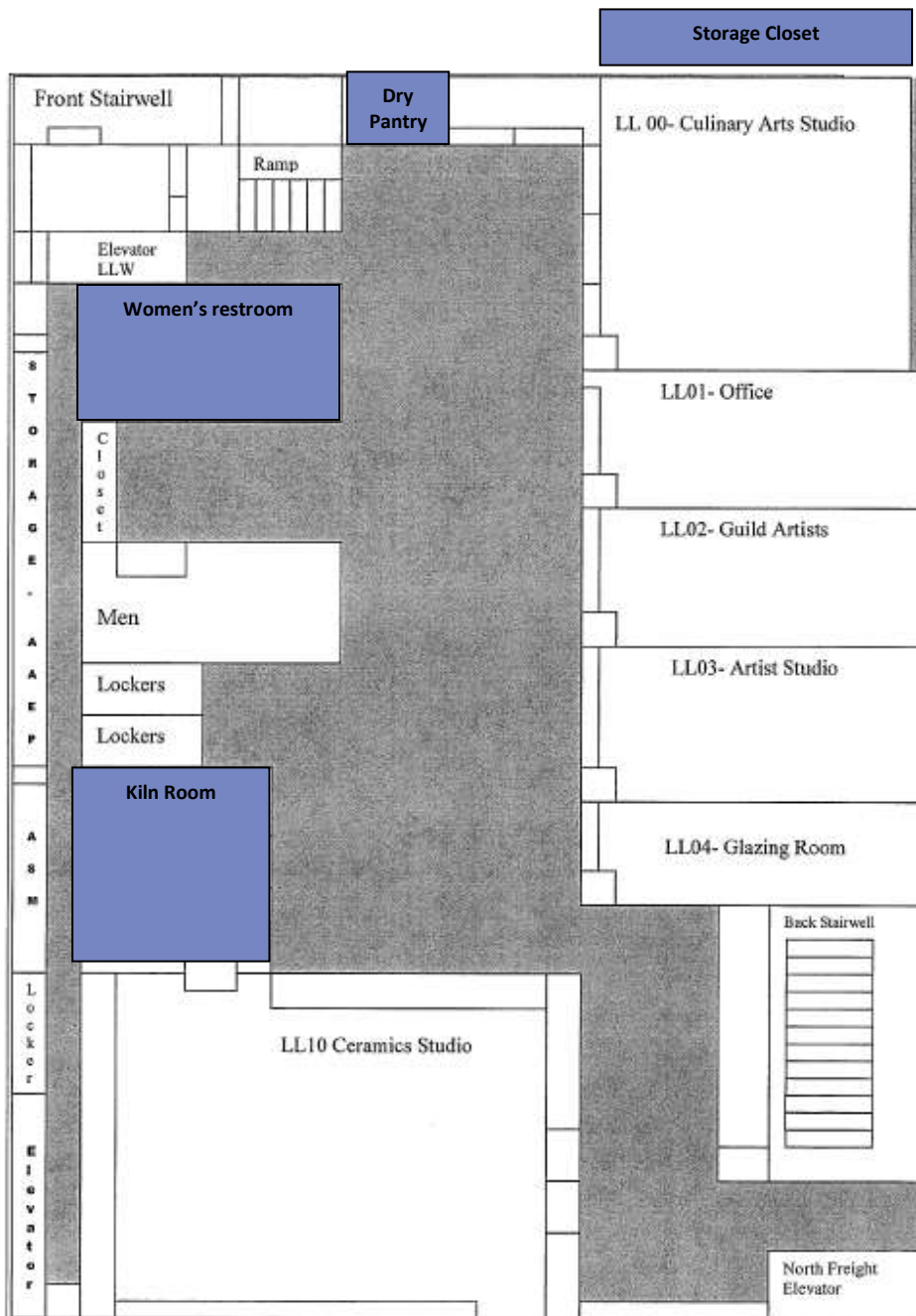
Building Security/ASM Administration	ASM Instructors
<ul style="list-style-type: none"> - Open classroom and restroom doors daily and prop doors open - Leave ALL classroom doors in the 'locked' position - Distribute two-way radios to ASM instructors daily - Ensure all radios are charged overnight 	<ul style="list-style-type: none"> - Collect two-way radio from the mezzanine and ensure it is turned ON and audible - Ensure at least one instructor is wearing the radio at ALL Times - Return two-way radio to the mezzanine at dismissal

Lockdown Procedures

Building Security/ASM Administration	ASM Instructors
<ul style="list-style-type: none"> - Trigger the lock down by announcing "INSTRUCTORS, SEND DOWN YOUR RED FOLDERS" on channel - Call 911 - Terminate the lockdown by announcing "INSTRUCTORS, YOUR RED FOLDERS ARE READY FOR PICK-UP." 	<ul style="list-style-type: none"> - If it is a safe option follow the lock down procedure for the room you are in - Direct all students to enter the area instructing them to sit quietly and silence any phones they may have on their person - Take a head count of the teens with you and account for all missing teens - Listen for the 'all clear' command over your radio. - DO NOT open doors or move from place of shelter without hearing the lockdown termination command "INSTRUCTORS, SEND DOWN YOUR RED FOLDERS" regardless of whether you hear a familiar voice over the radio - DO NOT open the door for anyone regardless of whether they identify themselves as security, police or ASM staff.

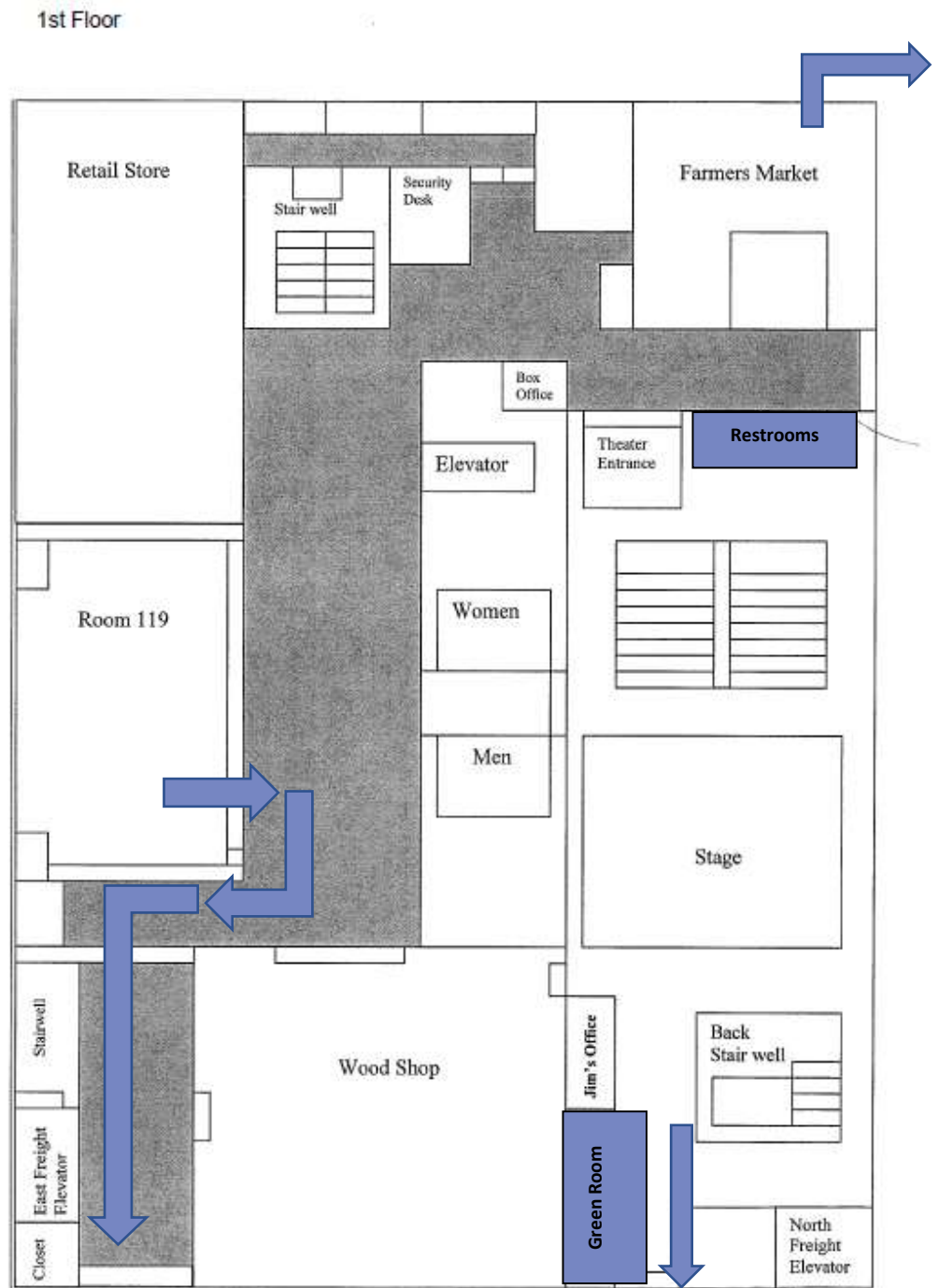
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Lower Level



Culinary Studio – Move all teens into the pantry and storage closet and lock the doors
LL10 – Move teens into the kiln room and reinforce both doors with the safety bars
LL01 and LL02 – Move teens into the women's room and reinforce the door with safety bar

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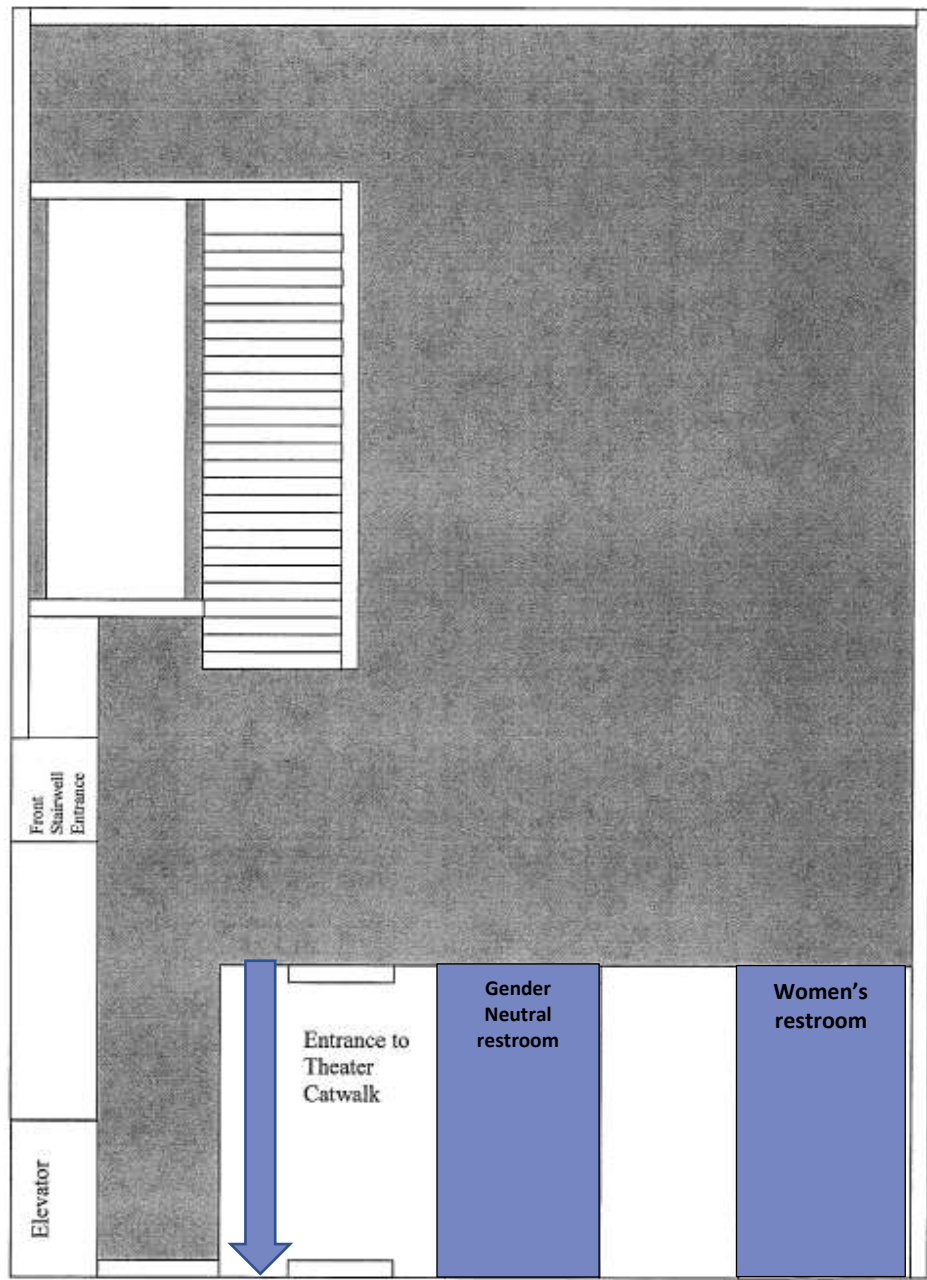
Theater – Move all teens into the Green Room, lock the door and move against the north wall OR exit the building through the doors at the rear of the theater.

Room 119 – Exit the building through the rear double doors.

Garden Lab – NOTE: all doors should remain locked and closed when teens are present. Exit the building through the side door at the front.

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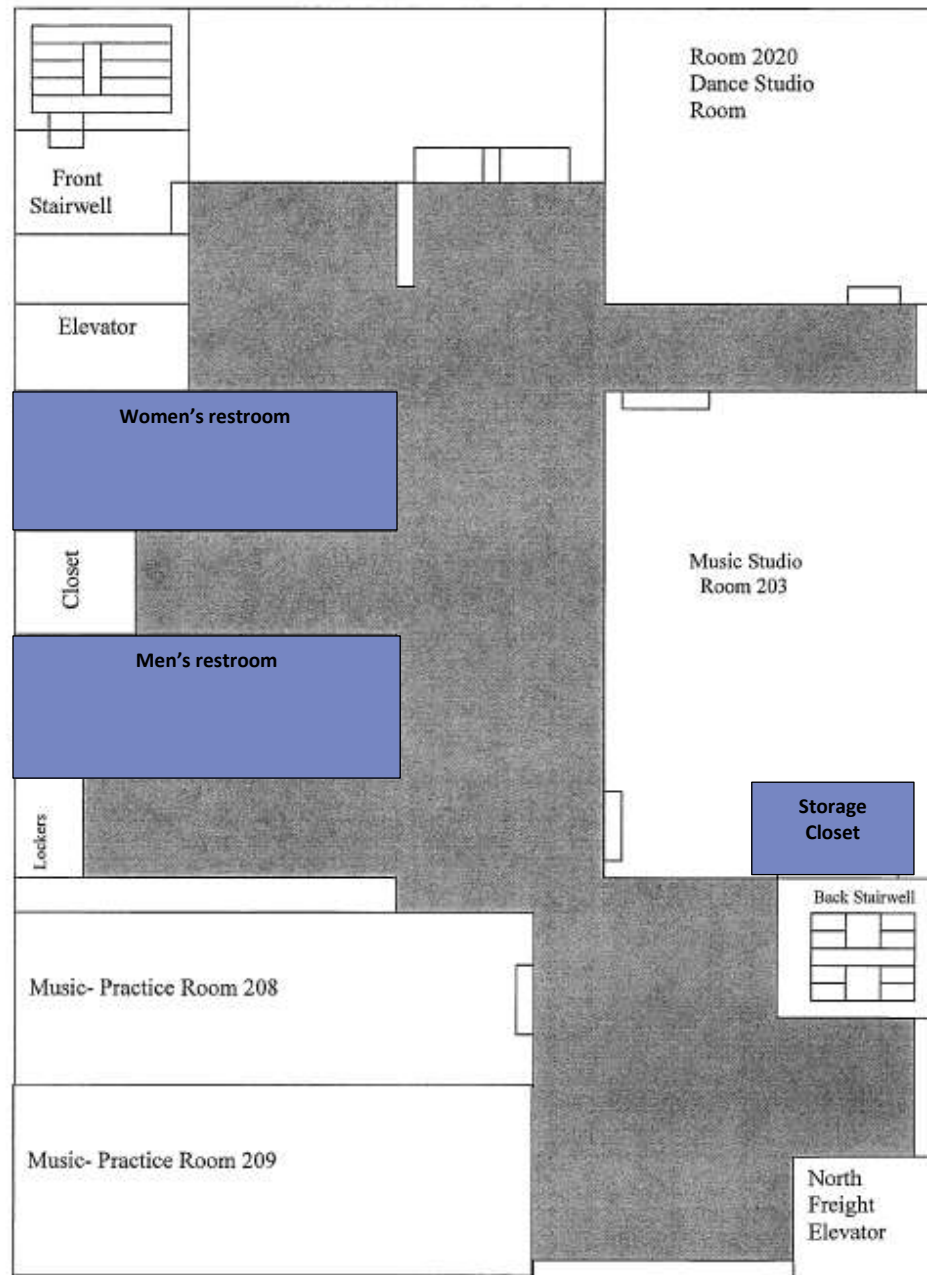
Mezzanine



Mezzanine – Move into the restrooms and lock the doors or enter theater through the cat walk and exit through the back of the building.

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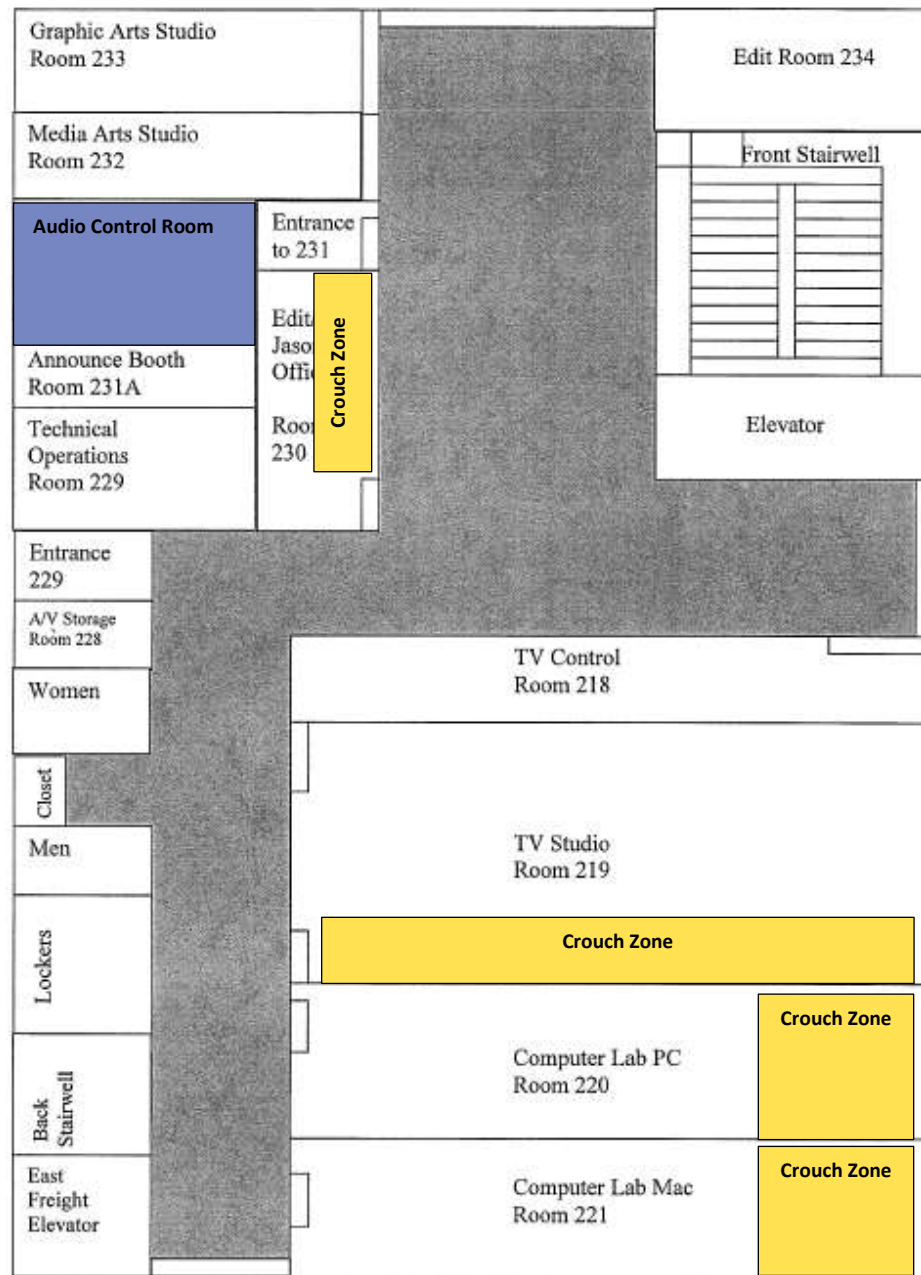
2nd Floor West



Dance Studio – Move into the men’s restroom and secure door with the safety bar.
Music Studio – Move into the women’s restroom secure door with the safety bar. Move into the storage closet and lock the doors.

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2nd Floor East



Rooms 233 and 232 – Move into the audio control room.

Room 219 – Turn off lights, lock all doors, close blinds and crouch down along the north wall

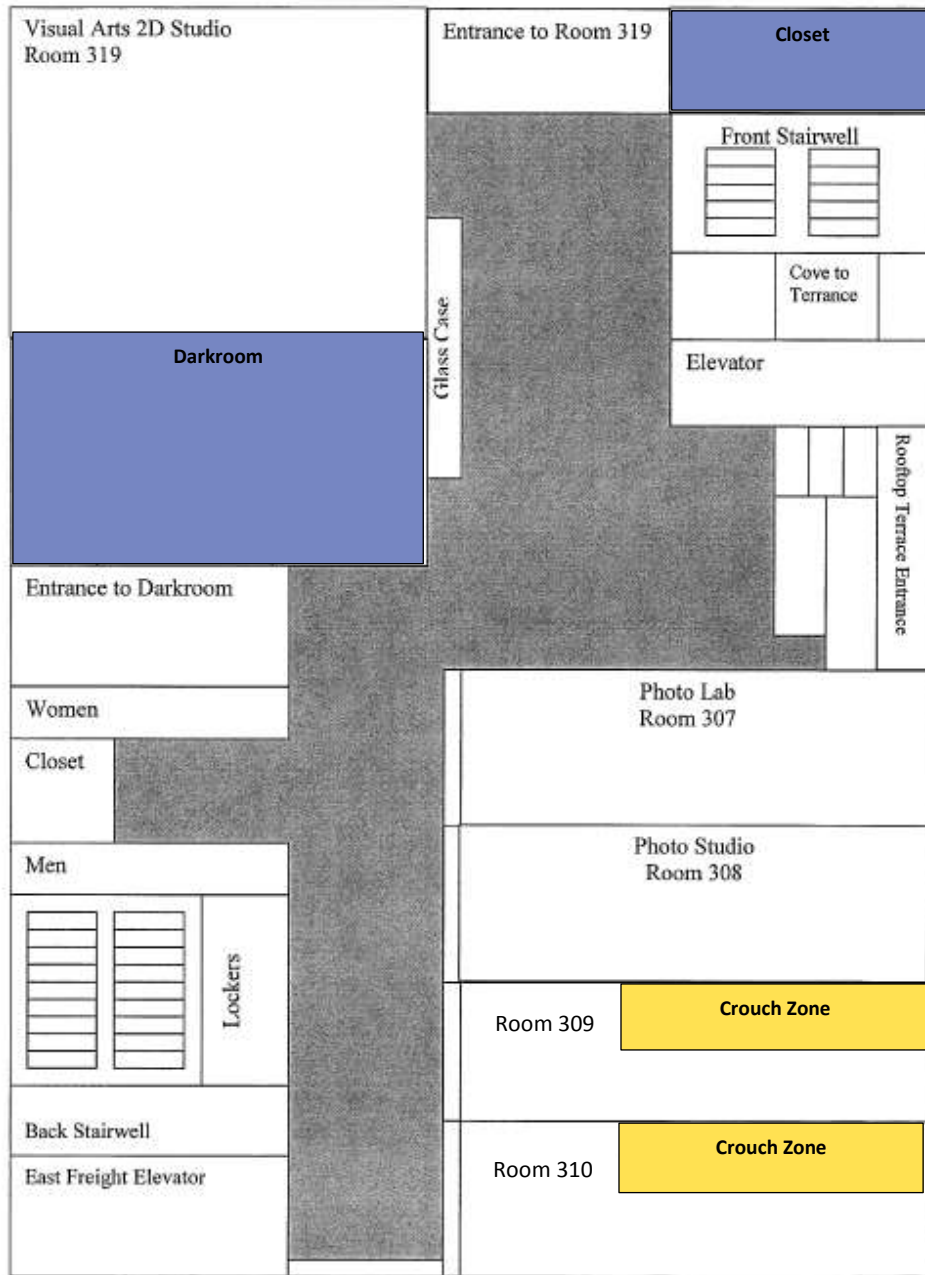
Room 220 – lock door and crouch down along the west wall OR move into the men's restroom and secure door with the safety bar.

Room 221 – Lock door and crouch down along the west wall.

Room 230 – Lock door and crouch down or Move into the women's restroom and secure door with the safety bar.

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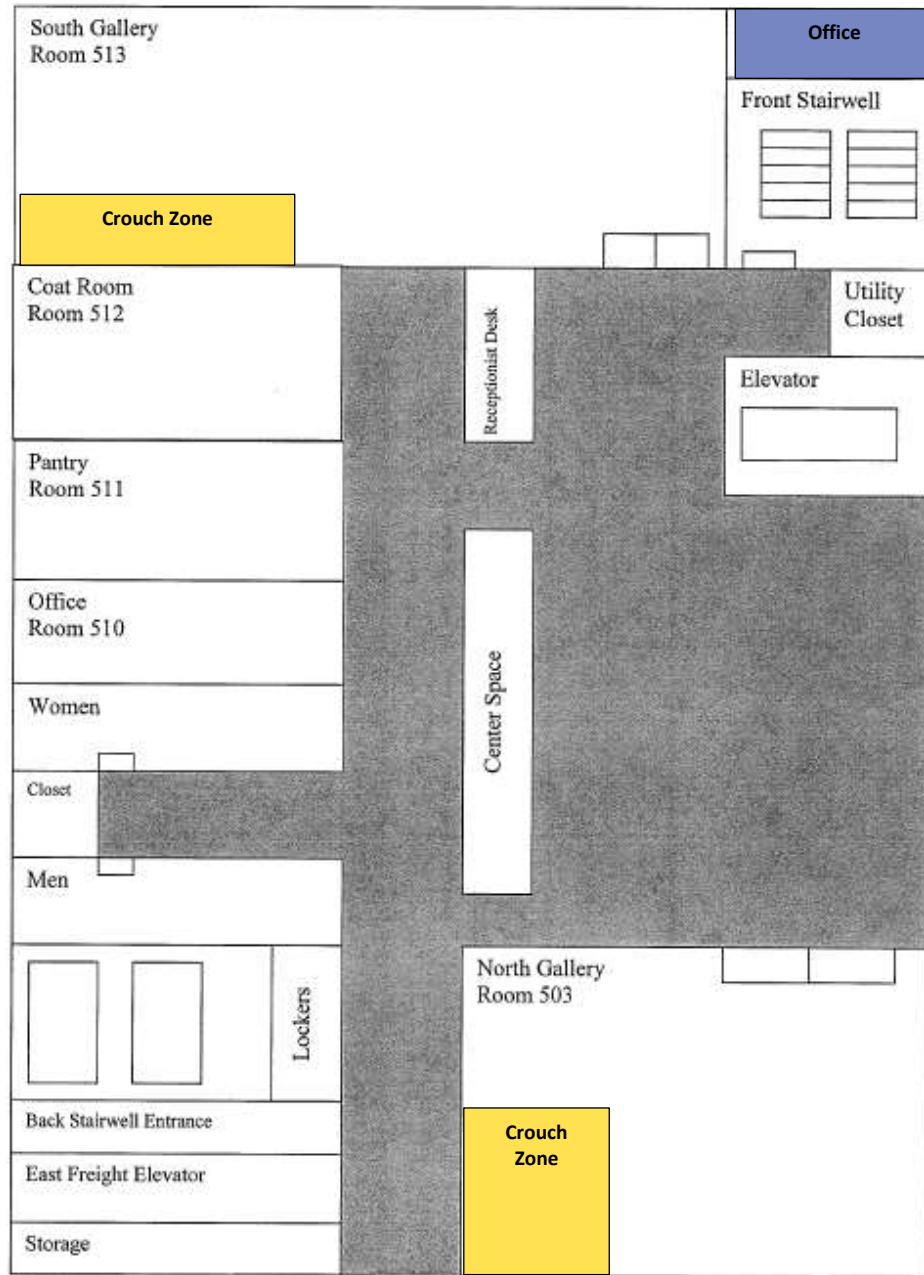
3rd Floor



Rooms 319 – Lock door, close blinds and move into the closet or the crouch zone
 Room 307 and 308 – move into the darkroom and lock the door.
 Room 309 – Lock door, close blinds, turn off the lights and enter the crouch zone OR move into the men’s restroom and secure door with the safety bar.
 Room 310 – Lock door, move drying racks behind the door, close blinds, turn of the lights and enter the crouch zone or move into the men’s room and secure the door with the safety bar.

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5th floor



Rooms 513 – Lock door and move into the office or move into the crouch zone.
Room 503 – Lock door and move into the crouch zone .

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Summer 2018 Floor Captains

Floor	Room	Instructor Name
Lower Level	Kitchen	Yves Chambaz
	LL04	DJ Degayner
	LL10	Ricardo Gonzalez
1st Floor	Theater	Jason Krumwiede
	Garden Lab	Kris Delatorre
	119	Eric Jenkins
2nd Floor East	220	Jerme Donisio
	219	Raymond Thomas
2nd Floor West	202	Bradlee Lathon
	203	Jean Hendricks
3rd Floor	307	Danel Hojnacki
	319	Russell Weiss
5th Floor	503	Honey Crawford
	513	Honey White