



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: LOCKDOWN PROCEDURES FOR ALL SCHOOLS

NUMBER: BUL-5469.0

ISSUER: Michelle King, Senior Deputy Superintendent,
School Operations
Office of the Superintendent

DATE: May 4, 2011

ROUTING
All Schools and Office

POLICY: The Los Angeles Unified School District is committed to providing a safe and secure learning environment for its students. When an event on or near a campus occurs that requires the school to initiate a lockdown, school site administrators are to follow the guidelines in this Bulletin.

MAJOR CHANGES This is a new policy.

GUIDELINES: The following guidelines apply.

I. When a school initiates a lockdown, the following procedures will occur:

- A. The principal/designee will initiate the Incident Command System (ICS) that is defined for that school in the Safe School Plan Volume 2 “*Emergency Procedures*,” Section 2.0. The principal/designee then becomes the **School Incident Commander (School IC)** and directs the students and staff to go into Lockdown. The principal/designee will communicate to all staff/students what the suspicious activity is and that more information will be shared as it becomes available.

During a lockdown all students are to remain in the classrooms or designated locations.

- 1. Teachers and students will remain in the classroom or secured area until further instructions are given by the principal or law enforcement.
 - 2. All exterior entrances to the school are to be locked and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on campus.
- B. The staff member assigned to the **Planning and Intelligence Section** will:
- 1. Call the Los Angeles School Police Department (LASPD) Watch Commander at (213) 625-6631 to notify LASPD of the action taken, request information regarding the event, and request direct support from an



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

officer.

2. Call the Local District Operation Coordinator (LDOC) to notify the Local District (LD) and request assistance.
3. Prepare an Emergency Communication message for parents to be sent on Blackboard Connect. This message should be approved by the School IC.
4. Open the lines of communication to the classrooms using school phones, E-mail, cell phones or radios.

C. The staff member assigned to the **Operations Section** will:

1. If it is safe to do so, ensure that perimeter gates are secured and that all students, staff and visitors are safely secured behind locked doors.
2. Begin the process of accounting for all students and staff.
3. Once the School IC has approved the Blackboard Connect message, the Emergency Communications message should immediately be sent to all parents.

II. In response to the school's lockdown notification, the **LASPD Watch Commander** will:

- A. Research the nature of the event by contacting the Los Angeles Police Department (LAPD), Los Angeles Fire Department (LAFD), Los Angeles Sheriff's Department (LASD), outside municipal law enforcement, Field Units, or Transportation Dispatch.
- B. Dispatch an officer to the school to advise and support the School IC.
- C. If necessary, dispatch a field officer to the Municipal Incident Command (Municipal IC) Post to interface with the Municipal IC and gather intelligence for the school.
- D. Establish a means of communication, such as cell phone, and inform the School's IC of what is known and the name and estimated arrival time of the LASPD officer.
- E. Serve as the point of contact for other responding District personnel and provide the location of the municipal command post and ingress and egress routes to the command post.
- F. Generate an initial Blackboard Connect Crisis Level 1 call to District leadership.
- G. Create an Incident System Tracking and Accountability (ISTAR) report on the event.

III. **LASPD Officer** dispatched to the school will:

- A. Establish a liaison with the Municipal IC and/or the Command Post/Unified Command /Watch Commander and determine the level of threat to the school and its immediate community.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- B. Provide guidance to the School's IC about the level of threat to the school and possible modifications regarding the lockdown. After consultation with LASPD and/or first responders, the School's IC may modify the Lockdown procedures to include any of the following:
1. Hold current position, everyone inside a locked room with the lights off and the blinds down. No one moves.
 2. Everyone holding in a locked room, lights on, working on lessons. No one goes outside.
 3. Medications/services provided to students with special needs in locked rooms using force protection (a group of police officers working in unison to ensure the safety of the employee providing the medication/services).
 4. Main building(s) closed and secured. Students and staff will be able to circulate inside the building, using the restrooms. All outbuildings, such as bungalows, still remain sealed. No one is to be moving outside on campus.
 5. One side of the campus/building exposed to threat; they should move to a safer location on the campus. Everyone else holds in place. No one moves outside on the campus.
 6. Limited movement only outside of the classrooms. Trips to the restrooms (or anywhere) are made with special escort only.
 7. Limited movement on campus. Only small groups under strict supervision can move to restroom, cafeteria, or other areas.
 8. Single classes only move from one location to another with strict directions and specific limitations.
 9. Students and staff can move freely around campus, inside of a locked and secure perimeter.
 10. Students and staff must modify their dismissal to avoid a section of the community.
 11. Students and staff must delay their dismissal because of an unresolved event in the community.
 12. Students who live in a section of the community must wait and be picked up by their parents/guardians.
- C. Advise the School IC and LD about possible safe staging locations in the community for parents to gather. The LD can then have appropriate personnel meet parents at the community staging location and provide information.

IV. The **Local District Operations Coordinator** will:

Connect with the School IC in person, by telephone, or radio and provide resources from the LD that might include the following:

- A. Dispatching the LD Crisis Response Team to the school, Municipal Command



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- Post, or other designated site approved by the Municipal IC.
- B. Notifying surrounding sites, as appropriate. These sites may include co-located schools, nearby schools, adult schools, early education centers, and Charter School programs.
- C. Arranging for transportation and a second (receiving) school so that students can be moved to a safe location at another school site, if necessary.
- D. Sending out a Blackboard Connect Emergency Communication message to parents from the LD Offices with additional information.
- E. Meeting with parents at the identified safe staging location, outside the secured lockdown perimeter, and keeping the parents informed using bilingual support staff from the LD Office.
- F. Working with Food Services to ensure that meal service for students is available or modified as needed.

V. **School Incident Commander** and **LASPD Officer** will:

- A. Continue to work together to ensure student and staff safety until the incident is resolved.
- B. Continue to keep the LASPD Watch Commander, LD, and school staff informed as the incident progresses.
- C. Continue to send out regular Blackboard Connect Emergency Communication messages to parents with updated information as it becomes available.
- D. Contact the Office of Communications for support.
 - 1. Communications to serve as point of contact for media
 - 2. Communications to provide support for public communications from the school.
 - a. Blackboard Connect message
 - b. Letter to parents
 - c. Media holding statement
 - 3. Communications to provide on the ground support at the site, if needed.

VI. Attachments

All of these forms will be posted on the Office of School Operations web site for down-loading

Attachment A	Checklist
Attachment B	Crisis Communication Flowcharts (1-4)
Attachment C	Frequently Asked Questions



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

AUTHORITY: California Constitution, Article 1, Section 28
California Education Code Section 35160

ASSISTANCE: For school assistance, please contact your principal or designee.

School Administrators may contact designated Local District Operations Coordinators.

For further information you may contact the Office of School Operations at (213) 241-5337.

For on-line Lockdown training for administrators and teachers please go to STEPS.Lausd.net.

For on-line Incident Command Training for administrators, teachers, and staff, go to STEPS.lausd.net and click the link to the FEMA classes. Please take the ICS-100 and 200 classes.