

If an intruder or threat to safety is identified in the immediate area, a lock down may be declared by command or emergency personnel. In this situation, immediate action is required.

**In a building:**

1. Lock all doors.
2. Keep students and staff away from doors and windows.
3. Move to a secure (concealed or walled) area of the building (not a bathroom).
4. If gunshot or explosion is heard, drop to the floor and seek cover.
5. Move a telephone into the secure area (or use a cell phone) and call (9) or (989) 911 ASAP.
6. Account for all students and staff. Notify police to cover or contain students and staff who may be outside.
7. If a medical emergency arises, render first aid and report to command or emergency personnel.
8. Maintain a calm environment.
9. Stay where you are until instructed otherwise by command, even after school/work day is over.
10. Guard outside exits to prevent anyone from leaving the building, if possible.
11. Update locked down personnel at 5-10 minute intervals (if safe to do) as information is received from command or emergency personnel.

**Outside:**

1. Proceed immediately to a secure area.
2. Remain there until released by command or emergency personnel, even after school/work day is over.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Superintendent's Office (714) 736-4241

**LOCK DOWN**