



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Lockdown And Rapid Relocation Procedures For All Schools

NUMBER: BUL-5469.2

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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 Bulletin replaces BUL-5469.1 dated February 13, 2013, issued by the Office of the Superintendent, and includes procedures for Rapid Relocation during an “Active Shooter” incident.

GUIDELINES: The following guidelines apply:

A lockdown may be initiated by the Los Angeles School Police Department (LASPD), local law enforcement, or the school principal/designee when gunfire or a threat of violence is identified and it is necessary to shield students from gunfire or prevent the perpetrator(s) from entering any occupied campus areas.

NOTE: During a lockdown due to an “Active Shooter” incident on campus, procedures delineated in Attachment B of this bulletin shall be followed if a “Rapid Relocation” is initiated.

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

- A. The principal/designee will initiate the Incident Command System (ICS) as defined for that school in the Safe School Plan, Volume 2, *Emergency Procedures*, Section 2.0. The principal/designee becomes the School Incident Commander (School IC) and directs the students and staff to go into lockdown via the school intercom system, using the term “lockdown.” Do not use special codes, as they are not universally understood. Do not use the fire alarm or other

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alarm/bell systems, as these signal evacuation to students. 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 remain in the classroom or secured area with all doors and windows locked until further instructions are given by the principal/designee or law enforcement.
 2. All exterior entrances to the school are locked and no visitors other than appropriate law enforcement or other emergency personnel are allowed on campus.
- B. The staff member assigned to the Planning and Intelligence Section will:
1. Call the LASPD Watch Commander at (213) 625-6631 to notify School Police of the action taken, request information regarding the event, and request direct support from an officer.
 2. Notify the Educational Service Center (ESC) Operations Coordinator 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 multiple lines of communication to the classrooms using school phones, email, cell phones, and/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), other local 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 Command Post to interface with the Municipal Incident Commander (Municipal IC) and gather intelligence for the school.



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- D. Establish a line of communication with the School IC, such as cell phone, and brief the School's IC about the incident, and provide 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 incident.

III. The LASPD Officer dispatched to the school will:

- A. Establish a liaison with the Municipal IC and/or the Command Post/Unified Command /LASPD Watch Commander and determine the level of threat to the school and its immediate community.
- 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, with everyone inside a locked room with the lights off and the blinds down. No one moves or talks and phones are silenced. No one goes outside.
 - 2. Hold current position with everyone inside a locked room with the lights on, continuing instruction with usual level of noise and movement within rooms. 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 may circulate inside the building, and may use 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; those affected move to a safer location on the campus. Everyone else holds in place. No one moves outside on the campus.
 - 6. Limit movement outside of classrooms. Conduct trips to the restrooms or other necessary locations only with special escort.
 - 7. Limit 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.



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10. Modify dismissal for students and staff to avoid a section of the community.
 11. Delay dismissal for students and staff due to an unresolved event in the community.
 12. Students who live in an identified section of the community must remain at school and be picked up by their parents/guardians.
- C. Advise the School IC and ESC about possible safe staging locations in the community for parents to gather. The ESC can then have appropriate personnel meet parents at the community staging location and provide information.

IV. The Educational Service Center Operations Coordinator will:

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

- A. Dispatch the ESC Crisis Response Team to the school, Municipal Command Post, or other designated site approved by the Municipal IC.
- B. Notify surrounding sites and on-campus programs, as appropriate. These sites may include co-located schools, nearby schools, adult schools, early education centers, charter school programs, before and after school care, and sports programs.
- C. Arrange for transportation and a second (receiving) school so that students can be moved to a safe location at another school site, if necessary.
- D. Send out a Blackboard Connect Emergency Communication message to parents from the ESC Offices with additional information.
- E. Meet with parents at the identified safe staging location, outside the secured lockdown perimeter, and keeping the parents informed using bilingual support staff from the ESC Office.
- F. Work with Food Services to ensure that meal service for students is available or modified as needed.

V. School Incident Commander and LASPD Officer will work together to:

- A. Ensure student and staff safety until the incident is resolved.
- B. Keep the LASPD Watch Commander, ESC, and school staff informed as the incident progresses.
- C. Send out regular Blackboard Connect Emergency Communication messages to parents with updated information as it becomes available.
- D. Contact the Office of Communications at (PHONE #) for support, which may include:
 1. Provide a point of contact for media



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2. Provide support for public communications from the school, including.
 - a. Blackboard Connect messages
 - b. Letter to parents
 - c. Media holding statement

Provide on-the-ground support at the site as needed, if safe to do so.

VI. Attachments

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| Attachment A | Lockdown Checklist |
| Attachment B | Rapid Relocation Procedures for Active Shooter Incidents |
| Attachment C | Suggested Options for Perimeter Gate Access during a Rapid Relocation |
| Attachment D | Frequently Asked Questions |

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

RELATED RESOURCES: REF-5803.2 *Emergency Drills and Procedures*, Dated August 29, 2013, issued by the Office of School Operations

BUL-5721.1 *Student and Employee Security*, dated February 25, 2013, issued by the Office of the Superintendent

Safe School Plan Volume 2, Emergency Procedures

Online lockdown training for administrators and teachers is available on the Learning Zone through the STEPS program. More information can be found at <http://STEPS.lausd.net>.

Online Incident Command System training for administrators, teachers, and staff is available through <http://STEPS.lausd.net>, using the link for FEMA classes. ICS-100 and ICS-200 classes are advised for school personnel.

ASSISTANCE: School Administrators may contact the designated Educational Service Center Operations Coordinator.

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