



Engage 360 – Extended Learning Program

LOCKDOWN PROCEDURES

Action Steps	Timeline	Responsibility
<p><u>Intruder On Campus/Inside the Building</u></p> <ol style="list-style-type: none"> Administrator, Site Coordinator or designated/trained personnel should make the “threat inside lockdown” announcement. The Site Coordinator must notify: <ul style="list-style-type: none"> School Police & (714) 558-5535 Engage 360 Coordinators by Cell Phone School Principal Lock classroom doors, cover any windows in or around the interior door, and turn out the lights. Do not rely on a lock alone to keep the intruder out. Barricade the door, tie the door handle to another fixed object in the room, tie the return at the top of the door, put a chair leg through the door handle, and stack desks and tables in front of the door. Identify secondary exit points and improvised weapons in the room. Be prepared to direct others on evacuation or how to fight. Do not respond to anyone at the door until the “all clear” is announced. Be prepared to ignore any fire alarm. Have a failure plan. If you are unable to lockdown or the lockdown is failing: <p>LOCK OUT – Attempt to lock the intruder out of the room, space or building. If you are unable to do so, or you believe your lockdown is failing, then:</p> <p>GET OUT – Find the nearest exit: a door or window (break if needed). Duck out of sight and run until you are safe or can find an alternate location to lock down and barricade. If you cannot exit, then:</p> 	<p>During a threat on campus</p>	<p>School Administration and Site Coordinator</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>



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and conditions. As a best practice, we recommend that you use the terms below for these other scenarios, reserving “lockdown” for direct intruder threats.

Stay Put:

- No immediate threat to student safety
- Often used in response to a major internal, non-life threatening school disruption:
 - ~Major clean-up effort
 - ~Internal or external chemical spill, odor, water damage, electrical issue
 - ~Injured or sick student being treated by paramedics
 - ~Students remain in the classroom that they are in and instruction continues until the all-clear is given.

Lock-Out:

- Potential threat to student safety, typically from an external threat in the area such as a police action.
 - ~Street closure to arrest warrant being served
 - ~response to nearby domestic dispute
 - ~Criminal activity – robbery, manhunt, etc.
- Building exits are locked, window shades drawn, interior classroom windows remain uncovered
- Student outside the building are called in.
- Normal classroom and internal school movement continues, with the exception that external recess is cancelled.

SAPD Helicopter:

In the case that a helicopter is hovering or flying circles over your school site, call school police for instructions **(714-558-5535)**. School Police will direct you to call for a Lock-Down or Lock-Out.

In all cases, as soon as the facts are known, alert the district Engage 360 Coordinator, Principal, and School Police **(714-558-5535)** to provide your lockdown status.

All Staff

All Staff