SCHOOL LOCKDOWN PROCEDURES

**PURPOSE AND SCOPE**

In response to in-progress incidents which could potentially impact a school within the Placentia Yorba Linda Unified School District, district staff and law enforcement are charged with ensuring student safety in a manner which facilitates a swift and positive resolution while minimizing the impact on the affected school. To this end, two components have been identified to provide district staff and law enforcement greater communication, command and control and prevent unnecessary disruption to the educational environment.

**THREE LEVELS OF LOCKDOWN**

The selection of a particular level should be based on the following factors (partial list only):

* Nature of incident at hand
* Nature of suspect(s) involved (known criminal activity, weapons, gang affiliation, threats made, etc.)
* Proximity to the school

Level 1: “Alert”

Level 1 lockdowns will result in the school securing its perimeter gates and restricting access on and off campus. This is the least restrictive level in terms of impact to the school site and will not necessarily require the deployment of an officer to the school unless requested. [We will ring a bell and send an email giving as much information as available.]

Level 2: “Caution”

Level 2 lockdowns will result in students being kept inside classrooms with unsupervised movement on campus prohibited. School faculty and staff will conduct thorough site patrols to ensure all students are in a classroom. This level will necessitate an officer being deployed to the school for communication, command and control purposes. [A PA announcement will be made in addition to email with more information. A text will be sent to all staff who have a text number on file.]

Level 3: “Emergency”

Level 3 lockdowns will be initiated when the incident poses a significant threat to the safety of the students at the school, and will result in the most substantial steps being taken by the school and law enforcement to maximize safety. Factors including, but not limited to, the nature of the incident; the suspect(s) involved; and the proximity to the school are considered when making the determination that a level 3 lockdown is warranted. The level 3 lockdown will include:

* Students take position of safety within classrooms
* All students shall immediately be brought into the nearest classroom
* Lock/secure classroom doors and remain inside
* Close shades, drapes or blinds
* Turn off lights and cover windows if possible
* Take roll and note any students from other classrooms [As soon as possible, someone in the office will begin calling all classrooms to determine which students are missing and which extra students are present.]
* Follow specific campus emergency protocols
* Wait for further instruction from school staff/administration/law enforcement

**DEPLOYMENT OF AN OFFICER TO THE AFFECTED SCHOOL**

In the event of a level 2 or 3 lockdown, an officer should be directed to the school. School Resource Officers should be requested first and if unavailable, an area unit should be deployed to assist the school staff in ensuring the safety of the students and to facilitate the orderly operation of the lockdown from initiation to conclusion. The assigned officers responsibilities at the school include, but are not limited to:

* Direct interaction with the principal or designated school official
* Direct communication with the Incident Commander
* Relaying critical information which directly impacts the school
* Planning and coordinating the dismissal of students to parents/guardians
* Traffic staging and management (parents, buses. Etc.)
* Notification to the school principal upon resolution of the incident
* Contingency planning with school staff in the event the problem escalates, is prolonged , or directly involves the campus
* Determination whether additional resources are necessary (special tactics, medical, bomb squad or other), and requesting them via Incident Command