

LOCKDOWN NOTIFICATION PROCEDURE

LOCKDOWN INITIATION:

- Witness a threat on or entering campus
- Police officer arrives and initiates a lockdown in person
- Police agency calls on the telephone or emergency radio to initiate lockdown
- ASC Base calls on the telephone or emergency radio to initiate lockdown

LOCKDOWN IMMEDIATELY

“Staff and Students – Lockdown Now. Go into the nearest room, then Lock and secure the doors and windows, Lockdown Now.”

CALL 9-1-1

Provide all pertinent details to 911 operator (even if lockdown initiated by a police officer). Provide call back cell number and/or stay on the line as directed by 911 operator.

When Lockdown is initiated, NO ONE IN – NO ONE OUT, NO EXCEPTIONS. DO NOT ANSWER INCOMING PHONE LINES until Lockdown is cleared.

THEN BEGIN NOTIFICATION CHAIN:

1. **Site:** Emergency Radio (Channel EOC 1)
 1. Hail ASC Base (two 30 sec cycles) if no contact call, Business Services ext. 92300, or Jeff Geyer – 760-419-1806. Be brief, critical facts only. Have cell number ready to exchange for follow up conversation on cell phone.
 2. Stand by for further information / instruction (do not advise other sites to go into lockdown, Police will do that if needed)
 3. **All other sites:** Stand by for more information, keep radio air and telephone lines clear, initiate lockdown only if directed to do so by PD, ASC Base or an immediate threat is witnessed at your site.
 4. Please **DO NOT** text or call individuals at the site in Lockdown. They are busy and may in danger. Ringing phones and text alert sounds may endanger their safety.
 5. All clear / release notification -- Call chain as in #1
2. **ASC Base:** Telephone (Land Line or Cell)
 1. Contact Police agency for detailed information
3. **ASC Base:** Telephone (Land Line or Cell)
 1. Executive Team
 2. Transportation
 3. All clear / release notification
4. **ASC Base:** Emergency Radio / Telephone
 1. Confirm with site regarding details and confirm Administration has been notified
 2. All clear / release notification

LOCKDOWN NOTIFICATION PROCEDURE

5. **Site:** Telephone
 1. School Messenger message to parents with brief description of incident as appropriate (**Coordinate with District Administration**)
6. **District Administration (Superintendent, Executive Team, Human Relations)**
 1. Information release to Media as appropriate
 2. School Messenger message to parents as appropriate