SECURE CAMPUS INITIATION:
- Danger or potential danger off campus (Police/Fire activity in neighborhood, etc.)
- Police officer arrives and initiates Secure Campus in person
- Police agency calls on the telephone or emergency radio to initiate Secure Campus
- ASC Base calls on the telephone or emergency radio to initiate Secure Campus

SECURE CAMPUS IMMEDIATELY

"Staff and Students – Please Secure Campus Now. Go to your assigned classroom, and then lock the doors. Secure Campus Now."

Secure perimeter gates/fences (if safe to do so), staff & students should secure in locked classrooms (no outdoor activities) and continue normal educational activities with small group, escorted restroom breaks as needed.

Call 9-1-1

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

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

THEN BEGIN NOTIFICATION CHAIN:

1. Site: Emergency Radio (Channel EOC 1)
    1. Hail ASC Base (two 30-second cycles) if no contact call, Business Services ext. 92300, 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 secure campus or lockdown, Police will do that if needed)
    3. All other sites: Stand by for more information, keep radio air and telephone lines clear, initiate secure campus or 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 during secure campus. They are extra busy and continuing normal educational business.
    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

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