



**TITLE:** Lockdown and Rapid Relocation Procedures for All Schools

**NUMBER:** BUL-5469.3

**ISSUER:** Andrés E. Chait  
Chief of School Operations  
Division of School Operations

Jill Barnes, Ed. D.  
Administrator  
Office of Emergency Management

**DATE:** May 8, 2023

**POLICY:** The Los Angeles Unified School District is committed to providing a safe and secure learning environment for its students and staff. When an incident of violence or potential violence occurs on or near a campus that requires the school to initiate a lockdown and/or Rapid Relocation, school administrators are to follow the guidelines in this bulletin.

**MAJOR CHANGES:** This bulletin replaces BUL-5469.2 dated June 26, 2014, issued by the Office of the Superintendent. The update reflects current safety and security best practices, including the need to cover all windows in classrooms, including windows in and adjacent to doors, as part of lockdown procedures. Rapid Relocation procedures are now included within the bulletin, rather than as an attachment.

**GUIDELINES:** When gunfire or other act of violence threatens a campus, schools will follow the below procedures as appropriate, depending on the nature and progression of the incident.

I. Lockdown Procedures

A lockdown may be initiated by the school principal/designee, Los Angeles School Police Department (LASPD), or local law enforcement when gunfire or other act of violence is identified and it is necessary to shield students from danger or prevent the attacker from entering the campus.

Note: During a lockdown due to an “Active Shooter” incident with an armed assailant on campus, procedures delineated as “Rapid Relocation” in

**ROUTING**  
All Schools and Offices



Section II of this bulletin will be initiated if that is the safest course of action.

A. Prior to a lockdown, the principal/designee should ensure the following:

1. The school's Integrated Safe School Plan (ISSP) is complete and updated as per [REF-5511 Completing and Updating the Integrated Safe School Plan](#).
2. To identify feasible off-site location options for relocating during a Rapid Relocation especially since locked gates can hinder this, all schools should conduct a site evaluation or vulnerability assessment. See Attachment B for more details on perimeter gate access.
3. Emergency drills are conducted as per [REF-5803 Emergency Procedures, Drills and Districtwide Exercises](#).

B. When a school initiates a lockdown, the principal/designee will implement the following procedures:

1. Activate the Incident Command System (ICS) team and establish a Command Post as defined in the school's ISSP. The School Emergency Teams can be accessed in the "Emergency View" of the ISSP. 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."
2. Make the following announcement on the PA system: *Your attention, please. We have an emergency and need to implement a lockdown. Teachers are to lock classroom doors, cover all windows, and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement. If outside, students and staff are to proceed inside to the nearest building or classroom.* If the PA system is not available, the Incident Commander will use other means of communication, such as broadcasting on the two-way radio or using runners, if it is safe to do so. The Incident Commander should be calm, convey reassuring comments that the situation is under control, and give clear directions. Do not use special codes, as they are not universally understood. Do not use the fire alarm or other 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.
3. Ensure all exterior entrances to the school are locked and no visitors other than appropriate law enforcement or other emergency personnel are allowed on campus.



4. Be prepared to approve Blackboard Connect Emergency Communication message(s) for distribution to parents (and others).
  5. Inform the Region Operations Coordinator of the status of the situation and request support as needed.
- C. During a lockdown, teachers will take the following actions:
1. If inside, teachers will instruct students to stay away from doors and windows, lock all doors, sit on the floor (in some instances), cover all windows, including windows in and adjacent to doors, if it appears safe to do so.
  2. If outside, teachers will direct students to proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, and gymnasium) and take the listed lockdown actions.
  3. Teachers are to account for any students with a cognitive disability who may not have understood the directions. Teachers are to take roll and notify the office of the number of students in the room with them and their names.
  4. Teachers and students will remain in the classroom or secured area with all doors and windows locked, windows covered, including windows in and adjacent to doors, lights off, and cell phones silenced until further instructions are given by the principal/designee or law enforcement.
- D. The staff member assigned to the Planning and Intelligence Section will:
1. Call 911 if the precipitating incident is an emergency.
  2. Call LASPD Watch Command at (213) 625-6631 to notify School Police of the action taken, request information regarding the event, and request direct support from an officer.
  3. Notify the Region Operations Coordinator and request assistance.
  4. Prepare a Blackboard Connect Emergency Communication message for distribution to parents. This message should be approved by the School IC.
  5. Open multiple lines of communication to the classrooms using school phones, email, cell phones, and/or radios.
- E. 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. Plan for dismissal and reunification.
  4. Send out the Blackboard Connect message once the School IC has approved it.
- F. In response to the school's lockdown notification, LASPD Watch Command will:
1. Research the nature of the incident and acquire situational awareness 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 to develop a common operating picture.
  2. Dispatch an officer to the school to advise and support the School IC.
  3. 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.
  4. Establish a direct line of communication with the School IC via cell phone, brief the School IC about the incident, and provide the name and estimated arrival time of the LASPD officer.
  5. 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.
  6. Generate an initial Blackboard Connect Crisis Level 1 call to District leadership.
  7. Create an iSTAR on the incident.
- G. The LASPD Officer dispatched to the school will:
1. Establish him/herself as the liaison between the Municipal IC at the Command Post, LASPD Watch Command, and the School IC and determine the level of threat to the school and its immediate community.
  2. Provide guidance to the School IC about the level of threat to the school and possible modifications regarding the lockdown. After consultation with LASPD and/or local first responders, the School IC may modify the lockdown procedures to include any of the following as appropriate:
    - a. Hold current position, with everyone inside a locked room with the lights off and windows covered, including windows in and adjacent to doors. No one moves or talks and phones are silenced. No one goes outside.



- b. Medication 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).
  - c. Meals and other critical services provided to students and staff using force protection.
  - d. 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.
  - e. 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.
  - f. Limit movement outside of classrooms. Conduct trips to the restrooms or other necessary locations only with special escort.
  - g. Limit movement on campus. Only small groups under strict supervision can move to restroom, cafeteria, or other areas.
  - h. Single classes only move from one location to another with strict directions and specific limitations.
  - i. Students and staff can move freely around campus, inside of a locked and secured area, such as, a locked and secured building or perimeter.
  - j. Modify dismissal for students and staff to avoid a section of the community.
  - k. Delay dismissal for students and staff due to an unresolved event in the community.
  - l. Students who live in an identified section of the community must remain at school and be picked up by their parents/guardians.
3. Advise the School IC and Region about possible safe staging locations nearby for additional District resources and personnel, as well as a separate location for parents to gather. The Region can have appropriate personnel meet parents at the community staging location and provide information.

H. The Region Operations Coordinator will:

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

1. Dispatch the Region Crisis Response Team to the staging area or other location approved by the Municipal IC.



2. Notify surrounding sites and on-campus programs, as appropriate. These sites may include co-located schools, nearby schools, adult schools, early education centers, charter schools, before and after school care/programs, and sports programs.
  3. Arrange for transportation and a second (receiving) school so that students can be moved to a safe location at another school site, if necessary.
  4. Send out a Blackboard Connect Emergency Communication message to parents from the Region with additional information.
  5. Meet with parents at the identified safe staging location, outside the secured lockdown perimeter, and keep the parents informed using bilingual support staff from the Region.
  6. Work with Food Services to ensure that meal service for students is available or modified as needed.
- I. School Incident Commander and LASPD Officer will work together to:
1. Ensure student and staff safety until the incident is resolved.
  2. Keep LASPD Watch Command, Region, and school staff informed as the incident progresses.
  3. Send out regular Blackboard Connect Emergency Communication messages to parents with updated information as it becomes available.

## II. Rapid Relocation Procedures for Active Shooter on Campus

If a lockdown progresses into an Active Shooter situation, the following Rapid Relocation procedures may be applied, if it is safe to do so and offers the best protective action for the circumstances. The decision to initiate a Rapid Relocation can be made by the school principal/designee, LASPD, local law enforcement or teachers.

### A. Definition of Active Shooter on Campus

An Active Shooter on Campus involves one or more individuals armed with a firearm on school grounds who have already shot or attempted to shoot someone with the firearm AND at least one of the following factors applies:

- Continues to shoot others
- Actively seeks or attacks others
- Has access to additional victims



**Note:** The decision to initiate a Rapid Relocation in response to an active shooter on campus must be determined as the safest course of action to preserve the lives of students. Consider the age, mobility, cognition, school layout, and other school factors beforehand.

If there is an active shooter and students are in imminent danger, the administrator may initiate a Rapid Relocation if that does not place students in the path of the shooter. This action may apply to the entire campus, or just an affected portion. If in imminent danger, teachers may initiate Rapid Relocation for their students without being directed by an administrator.

**Know Before you Go:** Stay in lockdown if you hear gunfire and cannot determine if the incident meets active shooter criteria. Be absolutely certain that a Rapid Relocation is the safest course of action to immediately preserve the lives of students and will not place students in the path of the shooter. Consider age, mobility, cognition, school layout, and other school factors.

### B. Procedures for Rapid Relocation

If initiating a Rapid Relocation for an active shooter on campus, the following actions apply:

1. The school administrator should:
  - a. Activate the Incident Command System (ICS) team and establish a Command Post as defined for the school in the Integrated Safe School Plan (ISSP), accessing the School Emergency Team in the “Emergency View” of the ISSP. The principal/designee becomes the School Incident Commander (School IC).
  - b. Encourage students and staff to relocate quickly by any safe and available exit. If relocating off campus, the established off-site relocation point is the preferred destination, if the route is safe.
  - c. Inform LASPD Watch Command at 213-625-6631 of the decision to leave campus and the destination. Keep Watch Command updated with information about any students and staff who do not arrive at the designated relocation site or established alternate destination point.
  - d. Calm students, create a perimeter at the relocation point to separate the school population from others who may be present, and re-establish emergency teams with available staff.





2. Teachers and other school staff members should:
  - a. Relocate quickly using any safe and available exit. If relocating off campus, the pre-identified off-site relocation site is the preferred destination, if the route is safe.
  - b. Choose a safe path of travel and find a safe destination if the off-site relocation site is not a feasible destination.
  - c. Supervise and calm students in their care along the route and at destination.
  - d. Account for students upon reaching destination. Report student accounting information to school administrator if present. If no school administrator is present at destination, call LASPD Watch Command and report location, student and staff accounting, and injury information.
  
3. In response to the school's notification, LASPD Watch Command should:
  - a. Dispatch an officer to the location of the incident.
  - b. Research the nature of the event by contacting LAPD, LAFD, LASD, other law enforcement, Field Units or Transportation Dispatch. Some events may be easily explained to the School's IC; others may be more complex.
  - c. Dispatch a field officer to the law enforcement Incident Command Post to interface with the law enforcement IC and gather intelligence for the school.
  - d. Dispatch an officer to the relocation point to advise and support the School IC.
  - e. Inform the School IC of what is known about the incident and provide the name and expected arrival time of the LASPD officers dispatched to the school.
  - f. Compile names and locations of those unable to get to the relocation point, and dispatch officers to facilitate rejoining the rest of the school population.
  - g. Provide point of contact for other District resources who need to know the location of the Command Post and open routes to the relocation point.
  
4. LASPD Officers dispatched to the scene should:
  - a. Establish a liaison with the law enforcement Incident Commander and/or the Command Post/Unified Command /Watch Command





- and determine the threat to the school and its immediate community.
- b. Provide guidance to the School IC about the ongoing threat level to students and staff.
  - c. Maintain a perimeter at the off-site relocation point between the school population and others.
  - d. Patrol the area near the school to find students and staff who may have become separated from the group. Officers will communicate to Watch Command the names and locations of anyone found and assist in rejoining those separated with the rest of the school population.
5. The Region Operations Coordinator should:
- a. Connect with the School IC in person, by phone or radio and provide resources from the Region that might include the following:
    - Dispatch the Region Crisis Team to the school relocation point.
    - Arrange for transportation and a second (receiving) school so the students can be moved to a safe location at another school.
    - Send out a Blackboard Connect message to parents from the Region with additional information.
    - Meet with parents at a safe staging location, outside the relocation point perimeter secured for students, and keep the parents informed using any necessary bilingual support staff from the Region.
    - Assist with reunification.
6. The Triage Team will work with local authorities to ensure injured students and staff receive medical attention.
  7. The Request and Reunion Teams will reunify students and guardians using available resources and coordinate assistance from District staff and first responders.
  8. The School IC will prepare a verified list of any wounded, and the locations to which they were transported. The School IC will confer with the Crisis Team and the Psychological First Aid Team to ensure that families of the wounded are notified.
  9. All media inquiries will be referred to the designated Region Public Information Officer.



10. The School IC will debrief with staff and school police officers after the incident is resolved.

**AUTHORITY:** California Constitution, Article 1, Section 28

**RELATED RESOURCES:** REF-5803.6 Emergency Procedures, Drills and Districtwide Exercises, Dated February 14, 2022, issued by the Office of Emergency Management

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

Integrated Safe School Plan

Online lockdown training for administrators and teachers is available through MyPLN as part of the STEPS program. More information can be found at <http://STEPS.lausd.net>.

**ASSISTANCE:** For questions regarding policy and procedures, contact:

- Region Operations
- Office of Emergency Management, [OEM@lausd.net](mailto:OEM@lausd.net) or 213-241-3889

**ATTACHMENTS:** Attachment A – Lockdown Checklist for School Incident Commander  
Attachment B – Suggested Options for Perimeter Gate Access during a Rapid Relocation  
Attachment C – Frequently Asked Questions - Lockdowns



### Lockdown Checklist for School Incident Commander

- Activate Incident Command System (ICS) team and establish school Command Post.
- Alert the school staff to initiate lockdown procedures.
- Direct the Planning and Intelligence staff member to:
  - Call 911 if there is a direct and immediate threat to the school.
  - Call the LASPD Watch Command for support and guidance.
  - Call the Region to notify and request support.
  - Draft a Blackboard Connect Emergency Message for parents.
  - Prepare to use all available schoolwide communication links (email, radio, cell phones).
- Direct the Operations staff member to:
  - Confirm that perimeter gates are secured (if it is safe to do so).
  - Confirm that everyone on campus is behind locked doors in a protected space.
  - Initiate accounting for all students and staff.
  - Begin to plan the dismissal or reunification process.
- Approve the parent message drafted by Planning and Intelligence. Direct the Operations staff member to send it to all parents using the Blackboard Connect Emergency Communication option.
- Obtain incident information from LASPD or local law enforcement, including:
  - The exact nature of the emergency
  - Size of the impacted area
  - Who and what is affected
  - How long the area will be impacted
  - The projected time for resolution
  - Availability of a safe staging location for parents
  - Potential for modifying the lockdown to allow movement on campus, such as:
    - Inside secured buildings
    - Bathroom trips with supervision
    - Food delivery or pick up in cafeteria by classroom
    - Free movement inside the fence line
- Communicate with the Region Operations Coordinator and request support as needed for:
  - Additional resources from Region and Central Offices:
    - Crisis Response Team
    - Food Services
    - Region Public Information Officer
    - Office of Environmental Health & Safety
    - Beyond the Bell for impacted before/after school activities
    - Transportation to move students, if necessary
    - Region personnel to meet with parents at safe staging area to relay information
  - Sending follow-up and concluding Blackboard Connect messages to parents
  - Updating iSTAR
  - Reunification process between students and their guardians, if needed.



ATTACHMENT B

**Suggested Options for Perimeter Gate Access during a Rapid Relocation**

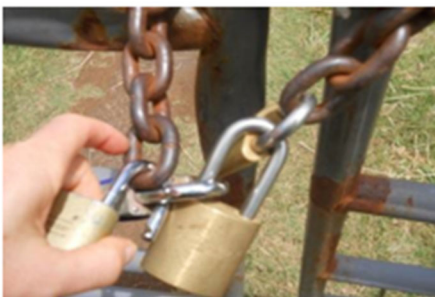
Leaving campus during a Rapid Relocation can be challenging, due to gates that are locked during the school day. Principals and the School Safety Committee may wish to conduct a site evaluation or vulnerability assessment (one option is the *LAUSD Vulnerability Assessment* at <http://achieve.lausd.net/page/2309>) to help assess which options are feasible at a site. Site-specific factors to consider include, but are not limited to age/abilities of students, campus layout, neighborhood, position/number/distance of gates. Additional guidance may be found in [BUL-5721.1 Student and Employee Security](#). IF A SOLUTION IS NOT APPLIED TO ALL GATES, ALL STAFF MEMBERS MUST KNOW WHICH GATES THEY CAN USE DURING A RAPID RELOCATION. The suggested options below offer potential solutions to locked perimeter gates on campus, each requiring that keys are issued to faculty members. Please contact M&O for current pricing information. Schools are reminded that a Rapid Relocation should only be attempted when that has been determined to be safer than staying in a lockdown, and all conditions allowing a Rapid Relocation have been met.

Perimeter gate access options include:

Two chain and lock sets on one gate – Facilities Maintenance and Operations (M&O) can provide a second, different gate lock and a chain to attach it to the gate. The new gate lock is used during the school day. The usual perimeter gate lock is used when securing the campus at night. The site plant manager installs the lock on the gate.

Daisy chain – Daisy-chaining is similar to the two lock set option listed above but eliminates the need for a second chain. A new lock from M&O is attached to the existing gate lock on selected gates; opening either lock will open the gate.

A daisy chain is a system where multiple locks are attached to one another like links on a chain, so that any one lock can be opened to unfasten the chain and enter the gate. After locking a gate with a daisy chain system, take a look at the locks and make sure they are linked to each other and that any one of them will be able to open the chain. Notice how each lock is a "link" in the chain in the photo and illustration below. Opening any one lock will open the chain and the gate.





## Frequently Asked Questions – Lockdowns

### 1. What can I do to help prepare my staff and students for a lockdown?

The Integrated Safe School Plan (ISSP) is the primary resource document for preparedness and is updated at the beginning of each school year by the School Safety Committee. You must make sure that the ISSP is available to and understood by all staff. Provide copies of the ISSP Quick Response Guide (QRG) to all staff members. (Both of these are available at <https://issp.lausd.net>.) Details on implementing the Incident Command (IC) System at school are available in the “Emergency View” of the online ISSP under School Emergency Team; the QRG also identifies members of the IC team.

The [LAUSD Staff/Responder Emergency Plan app](#) is available to all District employees and local first responders. The app includes 21 categories of emergency response procedures, all taken from the LAUSD ISSP template.

Review key provisions with staff, parents, and students throughout the year. All District schools are expected to conduct one lockdown drill each semester within the first 30 days of student in-person classes. [REF-5803 Emergency Procedures, Drills and Districtwide Exercises](#) contains detailed information on emergency response actions and all required emergency drills. These drills will be the basic steps to prepare your campus and will help everyone feel prepared and less anxious or nervous if the school faces a lockdown later.

Encourage all administrators and staff to complete Safety Training for Emergency Preparedness at Schools (STEPS) on-line courses. STEPS 203 “What to Do if There is a Lockdown at School” for classroom personnel, STEPS 403 “Planning for and Responding to a Lockdown at School” for administrators and school management, and STEPS 302 “School Police Response to a Lockdown” for School Police personnel are all available through [MyPLN](#). More information about the STEPS program is located at <https://achieve.lausd.net/STEPS>.

### 2. How should I communicate with staff and students initially when my school goes on lockdown?

As practiced in your drills, your first method should be the quickest and most efficient: Use the Public Address system to initiate the lockdown; then you can begin texting/emailing staff, use Blackboard Connect, or other methods of communication available at your school. These steps should be consistent with your ISSP and part of your ongoing drills. You will want to inform staff and students that the school is going into lockdown, briefly remind them what they need to do, and let them know that you will share more information as it becomes available. Do not use bells, alarms, or special codes to announce a lockdown (see #4). Parents should be notified of the lockdown using



ATTACHMENT C

Blackboard Connect as soon as you have ensured all students and staff are in a safe location.

**3. At my school, we have always used a special code instead of the word “lockdown.” Why are we supposed to call it a lockdown over the intercom?**

When a lockdown is initiated, it is important that everyone be in a place of safety as soon as possible. Special codes might be unfamiliar to substitutes, new employees, visitors, and others. Also, the use of bells/alarm systems signal evacuation of the building and may add to the confusion of the situation. To ensure that everyone understands what actions they are to take, the term “lockdown” should be announced over the intercom.

**4. How can I tell the difference between a lockdown and an active shooter incident?**

A lockdown may be initiated during different types of violent circumstances that are potentially harmful to students.

Rapid Relocation procedures should *only* be considered when the below conditions are present:

- One or more individuals is armed with a firearm on school grounds who have already shot or attempted to shoot someone with the firearm AND at least one of the following factors applies:
  - Continues to shoot others
  - Actively seeks or attacks others
  - Has access to additional victims

**5. What do I do during an active shooter incident if I don’t think we can safely conduct a Rapid Relocation?**

Implement all lockdown procedures and use the buildings and locked doors to protect your students from harm. Active shooter procedures are an *option* that you may use, not a requirement. The safety of your students should always guide your actions in an emergency.

**6. Can I make a Blackboard Connect call to parents if I am not at the school or at the computer?**

Yes, a Blackboard message can be sent using a smartphone or tablet and directions are available by downloading a Dial-In card from Blackboard Connect.





ATTACHMENT C

To download the Dial-In card, log into Blackboard Connect and click on *Account Info* in the top right side of the screen. On the *Account info* page, click on *Personal Info* and then scroll down to the section just below changing passwords. Click on the “[Click here](#) to have your Dial-In Messaging Card emailed to you” and one will be sent to your District email address. Follow the directions on the card to send a Blackboard Connect message. The Blackboard Connect system can also be accessed through the browser on a smartphone. You may also contact your Region or Blackboard Connect Client Care at (866) 360-2155 to assist you with sending the message even when you are not on site. Online training is available at [achieve.lausd.net/bbc](https://achieve.lausd.net/bbc).

**7. I am a principal. What if I am away from my site at the time an event triggering a lockdown occurs?**

When you left the campus, you designated someone to be in charge. That person should function as the School Incident Commander (See #1). If you are away from your site but you can get to the Municipal Incident Command Post (Municipal CP), you should go there as soon as possible. The School Police Watch Command (213-625-6631) can direct you. Your designee on campus can communicate with you.

**8. I am a principal without another administrator assigned to my site. Who should be my designee in case I am not on site when an event triggering a lockdown occurs?**

You will need to designate a responsible staff person to perform this function and ensure your designee has appropriate information and training to stand in for you. MyPLN hosts online courses to help prepare for emergencies [[achieve.lausd.net/mypln](https://achieve.lausd.net/mypln)]. The staff person may be a lead teacher. If a classroom teacher is assigned as your designee, you will need a coverage plan for that classroom. There should always be a back-up in case that person is out. When you conduct the drills, practice how back-ups will step into this role.

**9. What do I do if my school is placed on lockdown prior to the start of school?**

The principal/designee in consult with School Police should: Contact the Region Operations Coordinator; communicate with any before-school programs on campus (e.g., Ready-Set-Go); and identify a reunion location for staff and students. Send a Blackboard Connect call to inform parents and staff of the activity and the location where students and staff are to report for attendance. Law enforcement personnel on the perimeter will direct pedestrian and vehicle traffic to the arranged location. The Region Operations





ATTACHMENT C

Coordinator will work with Transportation Services to divert buses to the reunion location and if necessary arrange for special pick-up of students.

**10. If my school is locked down, how can I find out what buses will be picking up or delivering students from other schools at my site?**

The initial contact with your Region Operations Coordinator will trigger the relocation process. You can also contact the Transportation Services Division, Dispatch Office at 1-800-LABUSES (522-8737) and ask to speak with the Senior Bus Dispatcher for assistance. This information is also available in Decision Support System (DSS).

**11. Once my school has been locked down, how do I provide safety for students who may have been locked out of their classrooms?**

It's a good idea for every campus to identify a designated "safe room," where students can go if they have been locked out of other locations during a lockdown. A safe room should be staffed by an employee with a key whose duty is to respond to that location whenever a lockdown is called. A school should use the same room every time as the safe room, and students should be informed of the location of the designated safe room.

**12. Do I provide meals to students during a lockdown?**

The LASPD Officer and the School Incident Commander in consult with the liaison for the Municipal Incident Commander (Municipal IC) will determine the level of threat to the school and if modifications to the lockdown are possible (Refer to Section I G in this bulletin). Depending on the time of service (before lunch), you may plan to provide meals to students. If the lockdown occurs after lunch service, you may wait until it is closer to normal time for school ending to decide if you want to provide snacks.

If food is to be provided to students, please remember the following key points:

- Determine how food will be served and/or provided to students (cafeteria, classroom, take home, etc.) and who will serve it if in the classroom. For safety reasons, Food Services staff cannot be required to serve food outside of the cafeteria during a campus lockdown. The LASPD Officer and the Region Operations Coordinator can support you with making this decision.
- Maintain contact with the Cafeteria Manager to determine if food is available and when is the best time to serve. He/she will communicate with Food Services to obtain approval and determine if more food may be needed.
  - If food needs to be brought in, communicate with the Municipal Incident Commander to ensure passage for delivery personnel.



ATTACHMENT C

- Point of Service procedures must be followed.
  - The meal program must follow Federal regulations regarding serving meals to students unless there is an emergency declared by the President of the United States or the Governor of California. Therefore, we must continue to follow standard procedures when serving students.