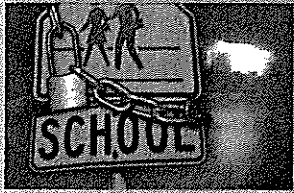


INTRUDER ON CAMPUS - LOCK DOWN



An *Intruder or criminal activity on Campus Lock Down* is a procedure used when an unauthorized or aggravated person is on campus. An Intruder on Campus Lock Down secures staff and students by limiting access to the school classroom, offices, and other buildings. As part of this procedure, everyone must remain inside until the situation has been declared safe and given the "All Clear" signal by an authorized person (e.g., the Principal, site administrator or a law enforcement officer).

Discovering Party

1. Notify the Principal or Designee. If you are unable to reach the Principal or there is a threat of danger, call 9-1-1.
2. Police Department, Sheriffs' Department, District Office, or acting site administrator request the school to go into a Lock Down.

Teachers

When informed of a Lock Down, initiate the following Lock Down procedures and await further instructions:

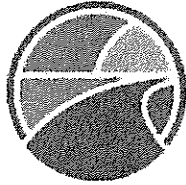
1. Open classroom doors and do a quick peek outside to gather outside students into your classroom.
2. Remain calm, lock all doors, close window blinds, turn off lights, and remain out of sight.
3. Silence all cell phones and if necessary turn off all computer monitors.
4. During Lock Down, communicate any suspicious activities or noises to the office if safe to do so.
5. Take roll and report attendance to the Incident Commander or Staff/Student Accounting Team Leader.
6. Remain in Lock Down status until further instructions or an announcement is made. One type of announcement could allow you to continue classroom activities while the school is in **Lock Out** status. Be aware that the Lock Down status could also be escalated to **Active Shooter on Campus** status.
7. If the intruder enters your classroom or area, do not provoke the intruder. Remain calm and attempt to defuse/de-escalate any aggressive behavior by the intruder.

Principal or Designee

1. Assess the situation to determine status level of threat.
2. Call 9-1-1 if there is an indication of danger to students or staff.
3. Activate the Incident Command System. You are the Incident Commander.
4. Notify teachers and staff if there is a need for a **Lock Out** or a **Lock Down**.
5. Notify both the Superintendent and/or District's Assistant Superintendents Educational Services either by phone, email, or District radio.
6. Keep telephone lines open for emergency-related use.

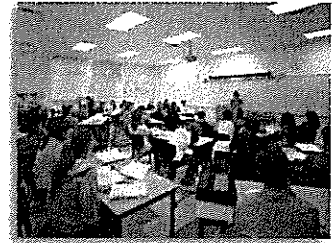
District Office

1. Either the Superintendent and/or the District's Assistant Superintendents Educational Services will send out a notice to the parents on its phone notification system of the following:
 - a) The need to release students immediately or if there will be a delay in dismissing the students.
 - b) If there is a need for them to pick up their children at a different time or location.
 - c) That there was a Lock Down, the reason for the Lock Down, and the steps taken to secure the students.
2. It is recommended that at least two administrators or designated staff respond to the specific school site to assist with coordinating and assisting the school site Principal.
3. When other emergency response agencies arrive, a **UNIFIED COMMAND** is formed, and you will be part of that Unified Command as the Incident Commander of the school site.
4. Refer media to the Public Relations Coordinator.



LOCK-OUT PROCEDURES

A Lock-Out is a procedure that prevents unauthorized persons from entering the school premises and is commonly used when the threat is general or an incident or criminal activity is occurring in the immediate area of the school. *This procedure allows school activities to continue as normal during the outside disruption.* Either the school site or notification by local law enforcement can initiate a Lock-Out.



1. Staff and students are to remain in the classroom. If outside, students should return to their classrooms immediately.
2. Based on updates from local law enforcement agencies, you may be authorized by the Principal to leave the classroom. The Principal will inform you to the extent of outside activities allowed (i.e. restroom breaks).
3. If a staff or student needs to use the restroom, notify the front office. Students should always be accompanied by an adult.
4. You will be notified by the Principal when you can resume all normal school activities.

Principal or Designee

1. You will be notified by either local law enforcement or the district office to go into a Lock-Out status.
2. You will notify your staff via the PA system that your school is now in a Lock-Out status.
3. Secure all exterior gates and doors (i.e. Front Office).
4. Keeping ongoing communications with the local law enforcement agency and the district office will allow you to determine the extent of outside activity for your students and staff.
5. Notify both the Superintendent and/or Assistant Superintendents of Educational Services either by phone, email, or District radio to report your current status.
6. Keep telephone lines open for emergency-related use.

District Office

1. Either the Superintendent, the District's Assistant Superintendents of Educational Services or school site will send out a notice to the parents on its phone notification system of the following:
 - a) The need to release students immediately or if there will be a delay in dismissing students.
 - b) If it will be necessary for parent to pick up their children at a different time or location.
 - c) That there was a Lock-Out, the reason for the Lock-Out, and the steps taken to secure students.

COLUMBUS HIGH SCHOOL/DOWNEY ADULT SCHOOL EMERGENCY ORGANIZATION PLAN/RESPONSIBILITIES

TEAMS

1. School Emergency Director
2. School Emergency Coordinator
3. Emergency Operations Center/Communications

RESPONSIBILITIES

- A. Will direct all emergency procedures.
- A. Will act as director in absence of principal.
- B. Will coordinate all of the control supervisors.
- C. Will act as liaison between principal and control supervisors.
- A. Controls internal and external communications.
- B. Monitors radio and emergency broadcasts.
- C. Keeps in contact with all emergency equipment.
- D. Accounts for the presence of all students and staff.
- E. Implements and coordinates emergency operations.
- F. Prepares reports for Assistant Superintendent.
- G. Designates student runners and gives them identification.
- H. Tally receipt of Teacher Emergency Forms.
- I. Tally receipt of Sweep/Rescue Team Sheets.
- J. Communicates combined tallies of injuries/damage to District Office.
- A. Set up First Aid Station.
- B. Direct first aid activities.
- C. Record and tag all injured students and staff.
- D. Report extent of injuries to EOC.
- E. Directs students assigned to First Aid Station.
- A. Report to EOC to pick up supplies, keys and clipboards.
- B. Proceeds in an orderly and pre-established sweep pattern, checking classrooms, storage areas etc., visually, vocally and physically.
- C. Reports the location of all injured students and staff to First Aid Team.
- D. Each sweep/rescue team will be assigned student runners to communicate with First Aid Team/EOC

First Team

Second Team

Third Team

- Cafeteria, L Wing, L Restrooms, K Wing, J Wing, County School, Adult School Office, M-101, M-102, M-103, M-104, M-105, M-106, M-107 & M-108
CHS Administration, B Wing, C Wing, C Restrooms, C Storage, D Wing, Boys P.E. Bldg.
E Wing, F Wing, G Wing, G Restrooms, Parent/Child Center, Girls Locker Room, H-61, Athletic Bleachers, Office Skills Center, N-111 N-112, N-113, N-114, N-115, N-116, N-117 & N-118

EMERGENCY ORGANIZATION PLAN/RESPONSIBILITIES

TEAMS

6. Maintenance

- A. Report to EOC by Walkie Talkie.
- B. Check utility valves and outlets for possible damage.
- C. Shut off gas main, water valves, and electrical switches, as necessary.
- D. Report damage to EOC.
- E. Lock all external doors, gates and secure school.
- F. Have tools on hand and in operative condition
- G. Take steps necessary to conserve usable water supplies.
- H. Report back to EOC for further instructions.

7. Cafeteria Team

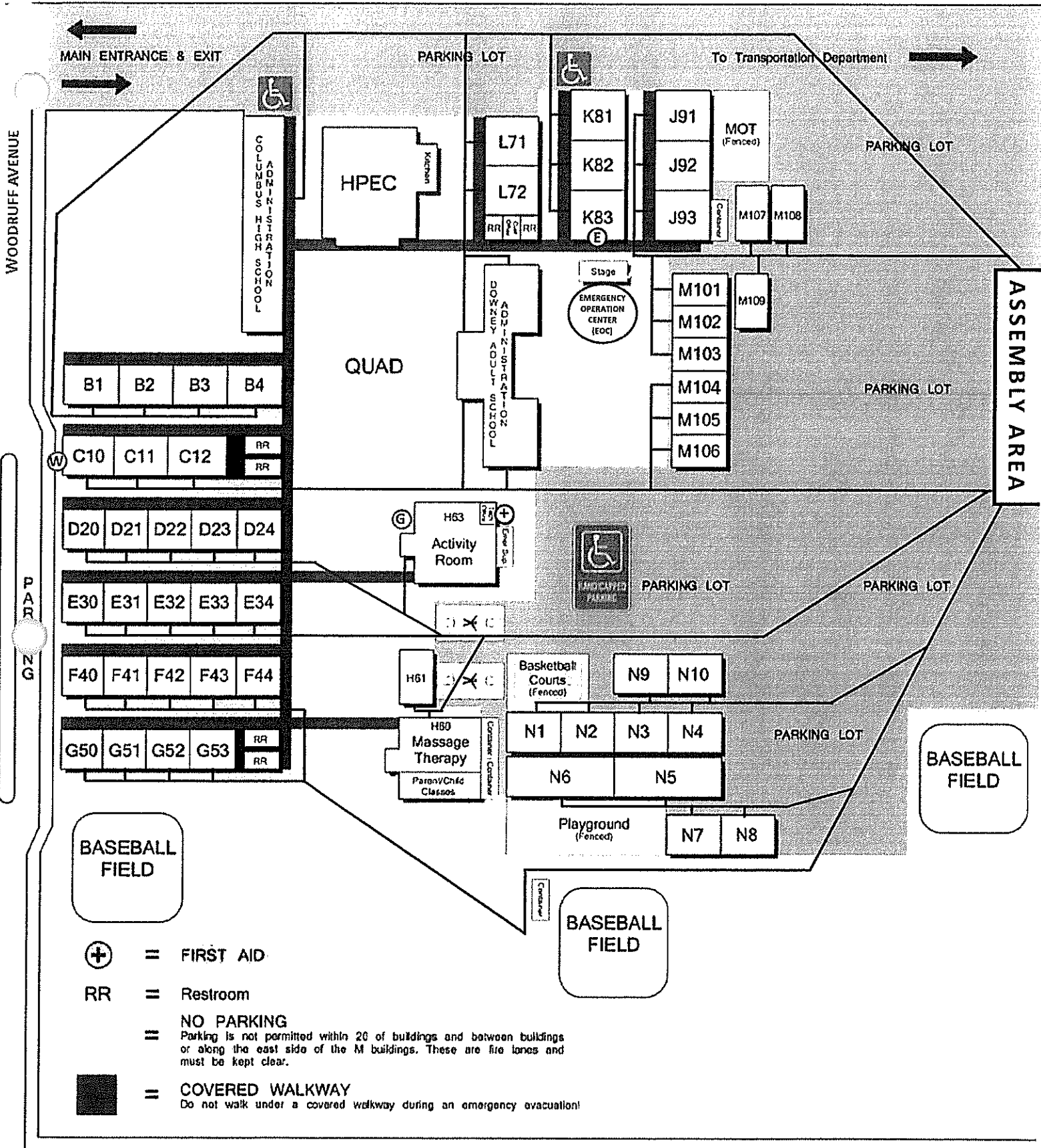
- A. Maintains operation of cafeteria.
- B. Prepares for emergency servings.
- C. Determines resources that are available for immediate use: food, water, power and sanitary conditions.

8. Emergency Assembly

- A. Fill out purple Teacher Emergency Form and send form to EO C with responsible student, who will be used as runner for first aid/sweep & rescue teams.
- B. The Primary Responsibility for every teacher is to remain with their class.
- C. Follow normal drill procedures when warning is given, deviating only when necessary.
- D. Account for your students and DO NOT let them leave without notification from EOC.
- E. If warranted, move to extreme areas of EAA. If classes can be combined and controlled, extra teachers should report for further assignment to EOC.

RESPONSIBILITIES

Emergency Evacuation Routes



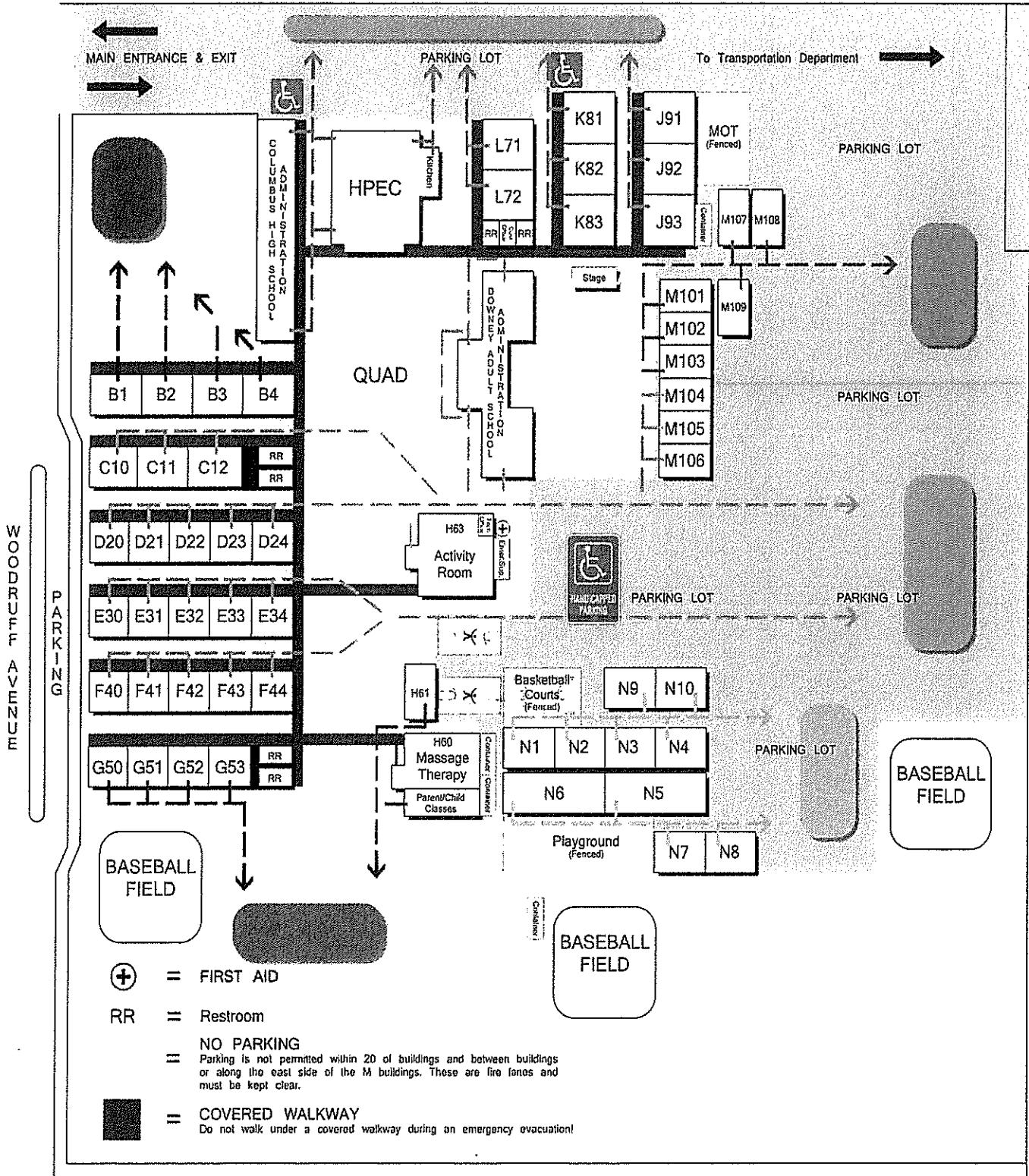
IMPERIAL HIGHWAY

**Downey Adult School
Campus Map
12340 Woodruff Ave
Downey, CA 90241**



DOWNEY ADULT SCHOOL / COLUMBUS HIGH SCHOOL

FIRE DRILL EVACUATION PLAN



IMPERIAL HIGHWAY

Downey Adult School
Campus Map
 12340 Woodruff Ave
 Downey, CA 90241

DOWNEY ADULT SCHOOL

FIRE DRILLS

There will be fire drills on specific dates and times signaled by a series of short bell rings. At that time, please escort your students out of the classroom to a clear area in the direction specified by the appropriate school map.

Please be sure you take your roll sheet/sign-in sheet and account for all students once you are in your appropriate location, making sure you are not missing any students.

Once all classrooms and offices have been cleared, there will be one long bell ring to signal it is safe for you to return to class.

PLEASE SHARE THIS INFORMATION WITH ALL OF YOUR STUDENTS AND MAKE THEM AWARE OF THE EMERGENCY EXITING PROCEDURES. WE WILL BE PLANNING ONE OF THESE AT ALL DISTRICT SITES EACH QUARTER.

DOWNEY ADULT SCHOOL FIRE DRILL REGULATIONS

1. FREQUENCY

A fire drill will be conducted once each semester. The campus supervisor will notify you on the evening that the drill will be conducted.

2. FIRE SIGNAL

The signal for fire drill or actual fire shall be repeated short rings of the class bells. The signal is the same for both. This signal should be treated at all times with the seriousness it would deserve in case of an actual fire.

3. RECALL SIGNAL

The recall signal will be one long continuous ring of the bells. It denotes the end of the drill and calls for a prompt return to the class that was left at the time of the drill.

4. INSTRUCTIONS TO STUDENTS

- A. Follow the instructions set out for the room you are in, walk single files. (Posted diagram by door in every school classroom). This line should be maintained until a point is reached at least one hundred feet away from the building.
- B. Walk rapidly, but do not run or shove.
- C. Do not wait for a friend.
- D. Do not cross moving lines of classroom traffic. The plans have been designed to allow lines to move continuously without crossing traffic lines. In a few cases, a room may have to wait briefly for the room ahead to clear out.
- E. Do not return to the buildings until the recall signal is given.