

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Division of Adult and Career Education
East Los Angeles Occupational Center

TO: ELAOC Faculty, Staff, and Partners

DATE: February 14, 2024

FROM: Administration

SUBJECT: SPRING SEMESTER DISTRICTWIDE LOCKDOWN DRILL ACTIVITY ON 2/20/2024

All ELAOC campuses will conduct the Spring Semester Lockdown Drill on Tuesday, February 20, 2024:

East Los Angeles Occupational Center:

- 9:30 am
- 7:15 pm

East Los Angeles Skills Center:

- 9:30 am

Eastside Learning Center:

- 9:30 am
- 7:15 pm

Read through and discuss the procedures below with your students to ensure awareness of all specific safety measures and plans.

BACKGROUND

A Lockdown is a protective action taken when the school's buildings are used to shield the students from harm. It is implemented in securing the school during police action, campus intrusion, community incidents, or any other incident requiring school/room security. During a lockdown, students are moved (or remain) inside for their safety and well-being. All entrances to the school are locked, and no visitors other than appropriate law enforcement or emergency personnel are to be allowed on campus.

PROCEDURES

1. The Administrator or designee initiates a Lockdown by way of an announcement on the PA system. If the PA system is not available, the principal or designee will use other means of communication: sending a messenger/s, phone call, or e-mail to deliver instructions.
2. If inside, when a Lockdown is initiated, teachers will ensure to:
 - Lock all doors.
 - Close blinds, cover door window, and turn off lights if necessary.
 - Move students away from windows and ensure all cell phones are in silent mode.
 - Remain in the classroom quietly until the emergency is over, as announced by the principal/designee.
3. If outside, teachers will instruct students to:
 - Proceed to the closest room and lock the door.
 - Close blinds, cover door window, and turn off lights if necessary.
 - Move students away from windows and ensure all cell phones are in silent mode.
 - Remain in the classroom quietly until the emergency is over, as announced by the site administrator.
4. Take attendance. Teachers are to account for any students with a cognitive disability that may not have understood the directions.
5. The school office will establish communication with each class via phone (*If the office is unable to communicate by way of classroom phone, the following methods of communication will be put in action: Instructor's cell phone/school email*).
6. Instructors must be prepared to provide the following information during communication:
 - Are doors and windows locked, blinds closed, and students away from windows?
 - Have all students been accounted for? The # of students present _____ # of students absent _____
 - Are there any injuries?
7. Remain quietly in the secured room until further instructions are received from official sources.
8. Once the campus has been determined to be safe, the principal/designee will initiate the "All Clear" on the PA system.
9. Complete the Drill evaluation form (use your SSO to access the link) <https://forms.gle/nnmq6eZXz74vFPD89>

RECOMMENDED PLANNING

- Know your classroom surroundings. Identify the doors, windows, entries, and exits in your room.
- Know your means of communication i.e. school phone, cell phone, school email, etc.
- Locate and check your school emergency pack/kit for supplies in your classroom.
- Review the Lockdown procedures with your class every term.

For more information, see REF-5803.7 in the LAUSD Emergency Services at
<https://www.lausd.org/page/2649>