



EMERGENCY QUICK GUIDE

FOR DISTRICT PROGRAMS ON A SCHOOL CAMPUS*

EARTHQUAKE (Drop, cover, hold on)

Protocol Review Frequency: Monthly

Signal: Command from program leader to drop or shaking felt

Procedures: Indoors: Drop to knees, facing away from windows • get under furniture/equipment • grasp furniture (table leg, etc.) with hands and hold tightly/cover head • wait quietly for further instructions

Outdoors: Stay clear of buildings, power lines, light poles, etc. • drop to the ground • cover head • hold on to stable object if available • remain clear of obstacles, cautious of aftershocks and wait quietly for further instructions

All Clear: Announcement by program leader that incident is over

FIRE (School building or adjacent area burning)

Protocol Review Frequency: Monthly

Signal: Fire alarm or command from program leader to evacuate building

Procedures: Evacuate to designated areas quickly, quietly, and safely • program leader will account for all and report missing team members to LASPD Dispatch • wait in designated areas for instructions

All Clear: Announcement by program leader that incident is over

SHELTER IN PLACE (Airborne contaminant, inclement weather, or other outside hazard)

Protocol Review Frequency: Monthly

Signal: Announcement from program leader/staff member

Procedures: Indoors: Stay inside • close and lock all doors, windows and blinds • turn off HVAC system • cover vents to the outside and cracks by doors and windows • program leader will account for all and report missing individuals to LASPD Dispatch • remain inside until the all-clear signal

Outdoors: Proceed to the closest room and remain inside until the all-clear signal

All Clear: Announcement by program leader that incident is over

TAKE COVER (Gunfire nearby)

Protocol Review Frequency: Monthly

Signal: Command from law enforcement/program leader or gunfire nearby

Procedures: Indoors: Drop to knees with back to window, place head in lap and clasp hands behind the neck • wait quietly for instructions

Outdoors: Seek any type of protection • drop to the ground with back to hazard and clasp hands behind the neck • remain in this position briefly and then seek protective cover • wait for further instructions

All Clear: Announcement by authorities/program leader that incident is over

LOCKDOWN (Threat of violence or gunfire on/near campus)

Protocol Review Frequency: First week of operations and monthly

Signal: Announcement from law enforcement/program leader

Procedures: Indoors: Stay quietly inside • close and lock all doors and windows • close blinds • turn off lights • move away from windows • program leader will account for all and report missing team members to LASPD Dispatch • remain in room until the all-clear signal/further instructions

Outdoors: Proceed to the closest room and remain inside quietly until the all-clear signal/further instructions

All Clear: Announcement by program leader that incident is over

RAPID RELOCATION (Active shooter incidents meeting ONLY the specific criteria below)

Protocol Review Frequency: Monthly

Signal: Announcement or command from law enforcement/program leader

An Active Shooter on campus requires the following two conditions:

1	One or more individuals with a firearm on site who has already killed or wounded someone with the firearm AND
2	At least one of the following factors applies: <ul style="list-style-type: none"> • Continues to shoot others • Actively seeks or attacks others • Has access to additional victims

If the above conditions apply, a Rapid Relocation may be necessary instead of remaining in a lockdown.

Procedures: Call 911

Know Before You Go:

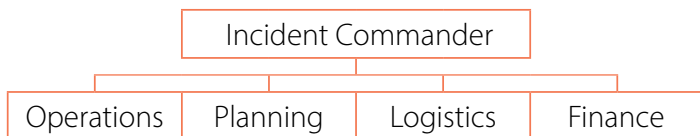
STAY IN LOCKDOWN if you hear gunfire and cannot determine if the incident meets active shooter criteria. Be absolutely certain that a Rapid Relocation is the safest course of action to immediately preserve lives and will not place individuals in the path of the gunman. Consider mobility, site layout and other facility and team member factors.

A	Once in lockdown, only if safe relocate quickly by any safe exit away from gunman and choose a safe path of travel.
B	Find a safe destination; if at a school site, use the designated off-site relocation point (from the school's ISSP) if safe and feasible.
C	Remain calm along the route and at destination.
D	Program leader will account for all upon reaching a safe destination and will report missing individuals to LASPD Dispatch. All site team members must report to the program leader particularly if they ended up at an alternate safe location.

All Clear: Announcement by authorities that incident is over



Incident Command System (ICS) Structure*



*This quick guide is to be used by District programs that are operating at a District school. If school is in session, the District program and school administration/staff will collaborate on emergency response under the direction of the principal. This quick guide does not replace the [Emergency Classroom Quick Guide](#) used by all schools when in session.

