

LOS ANGELES TRADE TECH COLLEGE

CAMPUS LOCKDOWN PROCEDURES

GOAL/PURPOSE OF LOCKDOWN

LOCKDOWN is an emergency situation requiring that occupants be sheltered and secured in place within a building when normal evacuation would put occupants at risk.

The purpose of a lockdown is to minimize accessibility to rooms/buildings on campus to reduce the risk of injury or danger to faculty, staff, students or visitors.

DECISION TO LOCKDOWN

A lockdown would be implemented when requested by the Los Angeles Sheriff's Department, the President or Vice President in the absence of the President. Under circumstances where a delay in seeking direction from the President or Vice President would result in significant risks to the lives of the College community, lockdown procedures may be initiated immediately by the Los Angeles Sheriff's Department on the campus of Los Angeles Trade Technical College.

INCIDENTS REQUIRING A LOCKDOWN

Person(s) armed with a firearm or weapon on campus property, gunshots directed at or near the College campus, police incidents involving dangerous person(s) that are adjacent to or within a short distance of the campus, intruders, hazardous chemical spills, gas leaks, electrical conditions, or disasters close to the campus. These examples are not absolute but reflect the type of situation that may require a lockdown.

INITIATION OF LOCKDOWN

A lockdown is initiated at the discretion of a law enforcement agency such as the Los Angeles Trade Tech College (LATTC) Sheriff's staff.

LATTC LOCKDOWN ALERT NOTIFICATIONS

In the event of a campus lockdown, some of the following communication tools are used to deliver notifications during the incident.

1. **Text Alert:** During a lockdown, students will receive alerts through "NIXLE" (www.nixle.com). Nixle keeps you up-to-date with relevant information from your campus Sheriff's Department. **Register today by simply texting: "CAMPUSLASD" to 888777.**
2. **LATTC Website:** During a lockdown, updates will be posted on the LATTC website (www.lattc.edu).
3. **TV/Radio Services:** The Public Relations department will be responsible to update the media.
4. **Campus Emergency Notification System:** Lockdown information will be broadcast over the campus Emergency Notification System.
5. **LED Screens/Monitors:** In some instances critical information will be placed on video screens throughout campus.
6. **Broadcast Email:** Campus-wide emails are sent to employees and students who have a university email account.

EMERGENCY LOCKDOWN PROCEDURES

1. Remain calm. Encourage others to remain calm.
2. Immediately cease all activity (i.e., teaching, group work, meetings, etc.)
3. Lock or barricade all doors where possible; use furniture or desks as cover.
4. If possible, cover any windows or openings that have a direct line of sight into a hallway.
5. Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
6. Stay low, away from windows and doors
7. Sit on the floor or crouch under or behind desks and bookshelves where possible, so as to be as invisible as possible.
8. Immediately put all cell phones on "Vibrate" or "Silent" mode. Calls to the campus Sheriff's Office should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes.
9. Be as quiet as possible.
10. DO NOT respond to anyone at the door until an "all clear" message is received via campus notification systems or if you are certain it is safe to do so (i.e., if Sheriff's Deputies/Officers are at the door).
11. If you are directed by Sheriff's Department to leave your secured area, assist others in moving as quietly and quickly as possible.
12. Do not sound the fire alarm in the building unless there is a fire. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.
13. If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building with hands raised above head and palms facing outward and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e., vehicle or tree). Notify the campus Sheriff's Department of your location when safe to do so. If off-campus, do not return and follow official instructions from campus notification system.
14. Be aware of alternate exits if it becomes necessary to flee.
15. Individuals should not attempt to leave the building until told to do so by Sheriff Personnel.

ACCOUNTIBILITY AND RECALL

All faculty or staff in control of students at the time of the lockdown become responsible for those students at that time. Faculty and staff members are responsible for accounting for students and ensuring that no one leaves the safe area. Students without staff must be directed to the nearest classroom or safe building.

Staff must account for all students in their supervision as well as report who is unaccounted for. This information must be relayed to the Emergency Operations Center or to the campus Sheriff's office by any means of available.

When the condition causing the lockdown has been eliminated, an "All-clear – Lockdown is over" announcement will be made through the campus emergency notification system.

COMMUNICATION AND COORDINATION

Communication and coordination will be conducted centrally through the Sheriff's office or through the Emergency Operation Center.