



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Lockdown And Rapid Relocation Procedures For All Schools

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POLICY: The Los Angeles Unified School District is committed to providing a safe and secure learning environment for its students. When an event on or near a campus occurs that requires the school to initiate a lockdown, school site administrators are to follow the guidelines in this Bulletin.

MAJOR CHANGES This Bulletin replaces BUL-5469.1 dated February 13, 2013, issued by the Office of the Superintendent, and includes procedures for Rapid Relocation during an “Active Shooter” incident.

GUIDELINES: The following guidelines apply:

A lockdown may be initiated by the Los Angeles School Police Department (LASPD), local law enforcement, or the school principal/designee when gunfire or a threat of violence is identified and it is necessary to shield students from gunfire or prevent the perpetrator(s) from entering any occupied campus areas.

NOTE: During a lockdown due to an “Active Shooter” incident on campus, procedures delineated in Attachment B of this bulletin shall be followed if a “Rapid Relocation” is initiated.

I. When a school initiates a lockdown, the following procedures will occur:

- A. The principal/designee will initiate the Incident Command System (ICS) as defined for that school in the Safe School Plan, Volume 2, *Emergency Procedures*, Section 2.0. 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.” Do not use special codes, as they are not universally understood. Do not use the fire alarm or other

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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.

During a lockdown, all students are to remain in the classrooms or designated locations.

1. Teachers and students remain in the classroom or secured area with all doors and windows locked until further instructions are given by the principal/designee or law enforcement.
2. All exterior entrances to the school are locked and no visitors other than appropriate law enforcement or other emergency personnel are allowed on campus.

B. The staff member assigned to the Planning and Intelligence Section will:

1. Call the LASPD Watch Commander at (213) 625-6631 to notify School Police of the action taken, request information regarding the event, and request direct support from an officer.
2. Notify the Educational Service Center (ESC) Operations Coordinator and request assistance.
3. Prepare an Emergency Communication message for parents to be sent on Blackboard Connect. This message should be approved by the School IC.
4. Open multiple lines of communication to the classrooms using school phones, email, cell phones, and/or radios.

C. 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. Once the School IC has approved the Blackboard Connect message, the Emergency Communications message should immediately be sent to all parents.

II. In response to the school's lockdown notification, the LASPD Watch Commander will:

- A. Research the nature of the event 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.
- B. Dispatch an officer to the school to advise and support the School IC.
- C. 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.



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- D. Establish a line of communication with the School IC, such as cell phone, and brief the School's IC about the incident, and provide the name and estimated arrival time of the LASPD officer.
- E. 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.
- F. Generate an initial Blackboard Connect Crisis Level 1 call to District leadership.
- G. Create an Incident System Tracking and Accountability (ISTAR) report on the incident.

III. The LASPD Officer dispatched to the school will:

- A. Establish a liaison with the Municipal IC and/or the Command Post/Unified Command /LASPD Watch Commander and determine the level of threat to the school and its immediate community.
- B. Provide guidance to the School's IC about the level of threat to the school and possible modifications regarding the lockdown. After consultation with LASPD and/or first responders, the School's IC may modify the lockdown procedures to include any of the following:
 - 1. Hold current position, with everyone inside a locked room with the lights off and the blinds down. No one moves or talks and phones are silenced. No one goes outside.
 - 2. Hold current position with everyone inside a locked room with the lights on, continuing instruction with usual level of noise and movement within rooms. No one goes outside.
 - 3. Medications/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).
 - 4. 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.
 - 5. 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.
 - 6. Limit movement outside of classrooms. Conduct trips to the restrooms or other necessary locations only with special escort.
 - 7. Limit movement on campus. Only small groups under strict supervision can move to restroom, cafeteria, or other areas.
 - 8. Single classes only move from one location to another with strict directions and specific limitations.
 - 9. Students and staff can move freely around campus, inside of a locked and secure perimeter.



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10. Modify dismissal for students and staff to avoid a section of the community.
 11. Delay dismissal for students and staff due to an unresolved event in the community.
 12. Students who live in an identified section of the community must remain at school and be picked up by their parents/guardians.
- C. Advise the School IC and ESC about possible safe staging locations in the community for parents to gather. The ESC can then have appropriate personnel meet parents at the community staging location and provide information.

IV. The Educational Service Center Operations Coordinator will:

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

- A. Dispatch the ESC Crisis Response Team to the school, Municipal Command Post, or other designated site approved by the Municipal IC.
- B. Notify surrounding sites and on-campus programs, as appropriate. These sites may include co-located schools, nearby schools, adult schools, early education centers, charter school programs, before and after school care, and sports programs.
- C. Arrange for transportation and a second (receiving) school so that students can be moved to a safe location at another school site, if necessary.
- D. Send out a Blackboard Connect Emergency Communication message to parents from the ESC Offices with additional information.
- E. Meet with parents at the identified safe staging location, outside the secured lockdown perimeter, and keeping the parents informed using bilingual support staff from the ESC Office.
- F. Work with Food Services to ensure that meal service for students is available or modified as needed.

V. School Incident Commander and LASPD Officer will work together to:

- A. Ensure student and staff safety until the incident is resolved.
- B. Keep the LASPD Watch Commander, ESC, and school staff informed as the incident progresses.
- C. Send out regular Blackboard Connect Emergency Communication messages to parents with updated information as it becomes available.
- D. Contact the Office of Communications at (PHONE #) for support, which may include:
 1. Provide a point of contact for media



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2. Provide support for public communications from the school, including.
 - a. Blackboard Connect messages
 - b. Letter to parents
 - c. Media holding statement

Provide on-the-ground support at the site as needed, if safe to do so.

VI. Attachments

Attachment A	Lockdown Checklist
Attachment B	Rapid Relocation Procedures for Active Shooter Incidents
Attachment C	Suggested Options for Perimeter Gate Access during a Rapid Relocation
Attachment D	Frequently Asked Questions

AUTHORITY: California Constitution, Article 1, Section 28
California Education Code Section 35160

RELATED RESOURCES: REF-5803.2 *Emergency Drills and Procedures*, Dated August 29, 2013, issued by the Office of School Operations

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

Safe School Plan Volume 2, Emergency Procedures

Online lockdown training for administrators and teachers is available on the Learning Zone through the STEPS program. More information can be found at <http://STEPS.lausd.net>.

Online Incident Command System training for administrators, teachers, and staff is available through <http://STEPS.lausd.net>, using the link for FEMA classes. ICS-100 and ICS-200 classes are advised for school personnel.

ASSISTANCE: School Administrators may contact the designated Educational Service Center Operations Coordinator.

For further information, you may contact the Office of School Operations at (213) 241-5337.

LOCKDOWN CHECKLIST FOR SCHOOL INCIDENT COMMANDER

- Activate Incident Command System (ICS) team and establish school command post location.
- Alert the school staff to initiate lockdown procedures.
- Direct the Planning and Intelligence Chief to:
 - Call 911 if there is a direct and immediate threat to the school.
 - Call the LASPD Watch Commander for support and guidance.
 - Call the Educational Service Center to notify and request support.
 - Generate initial ISTAR report if feasible, or request assistance from Watch Commander's Office.
 - Prepare a Blackboard Connect Emergency message for parents.
 - Prepare to use all available school-wide communication links (e-mail, two-way radio, cell phones).
- Direct the Operations Chief 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 Blackboard Connect Emergency message created by Planning and Intelligence and direct that it be sent to all parents using the Blackboard Connect Emergency Communication option.
- Communicate with the responding LASPD officer or municipal first responders to gather information on the event.
 - What is the exact nature of the emergency?
 - How large is the area?
 - Who and what is affected?
 - How long will the area be impacted?
 - What is the projected time for resolution?
 - Is there a safe staging location for parents?
 - Can the lockdown be modified to allow movement on campus?
 - Inside secured buildings
 - Bathroom trips with supervision
 - Food delivery or pick up in cafeteria by class
 - Free movement inside the fence line
- Communicate with the ESC Operations Coordinator and request support as needed for:
 - Additional resources from ESC and Central Offices:
 - Crisis Response Team
 - Food Services
 - Public Information Officer from Office of Communications
 - Office of Environmental Health & Safety (OEHS)
 - Beyond the Bell for impacted before/after school activities
 - Transportation to move students, if necessary
 - Sending follow-up and concluding Blackboard Connect Emergency messages to parents
 - Updating ISTAR report
 - ESC personnel to meet with parents at safe staging area to relay information
 - Reunification process between students and their guardians, if needed.

Rapid Relocation Procedures for Active Shooter on Campus Incidents

If a lockdown progresses into an Active Shooter situation, the following 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 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.

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

Procedure

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 gunman. 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.

If initiating a rapid RELOCATION for an active shooter on campus, the following actions are recommended:

The school administrator should:

1. Encourage students and staff to quickly relocate 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.
2. Inform the LASPD Watch Commander's Office (213) 625-6631 of the decision to leave campus and the destination. Keep the Watch Commander's Office updated with information about any students and staff who do not arrive at the designated relocation point.
3. Calm students, create a perimeter to separate the school population from others who may be present, and re-establish Incident Command teams with available staff.

Teachers and other school staff members should:

1. Relocate quickly by any safe and available exit. If relocating off campus, the pre-identified off site relocation point is the preferred destination, if the route is safe.
2. Choose a safe path of travel and find a safe destination if the off-site relocation point is not a feasible destination.
3. Supervise and calm students in their care along the route and at destination.
4. Account for students upon reaching destination. Report student accounting information to school administrator if present. If no school administrator is present at destination, call the LASPD Watch Commander's Office and report location, student and staff accounting and injury information.

In response to the school's notification, the LASPD Watch Commander should:

1. Dispatch an officer to the location of the shooter.
2. 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 Incident Commander (IC); others may be more complex.
3. Dispatch a field officer to the law enforcement Incident Command Post to interface with the law enforcement IC and gather intelligence for the schools.
4. Dispatch an officer to the relocation point to advise and support the School IC.
5. Inform the School Incident Commander of what is known about the incident and provide the name and arrival time of the LASPD officers dispatched to the school.
6. 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.
7. 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.

LASPD Officers dispatched to the scene should:

1. Establish a liaison with the law enforcement Incident Commander and/or the Command Post/Unified Command /Watch Commander and determine the threat to the school and its immediate community.
2. Provide guidance to the School Incident Commander about the ongoing threat level to students and staff.
3. Maintain a perimeter at the off-site relocation point between the school population and others.
4. Patrol the area near the school to find students and staff who may have become separated from the group. Officers will communicate to the Watch Commander the names and locations of anyone found and assist in rejoining those separated with the rest of the school population.

The Educational Service Center Operations Coordinator should:

Connect with the School Incident Commander in person, by phone or radio and provide resources from the Educational Service Center that might include the following:

- Dispatch the Educational Service Center 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 ESC office 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 ESC Office.
 - Assist with reunification.
1. The First Aid/Medical Team will work with local authorities to ensure injured students and staff receive medical attention.
 2. The Request and Reunion teams will reunify students and guardians using available resources and coordinate assistance from district staff and first responders.
 3. The school administrator will prepare a verified list of any wounded, and the locations to which they were transported. The school administrator will confer with the Crisis Team and the Psychological First Aid Team to ensure notification of parents and family members of the wounded.
 4. All media inquiries will be referred to the designated Public Information Officer.
 5. The school administrators will debrief with staff and school police officers after the incident is resolved.

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 *School Vulnerability Assessment* at <http://emergencyservices.lausd.net>) 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*, dated February 25, 2013. **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. 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:

C key – Issue a C key to faculty members to be used only during Rapid Relocation. Please note that “C” keys are standardized across the district and provides access to multiple campuses.

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 for about \$15.00 per 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 – Daisychaining is similar to the two lock set option listed above, but eliminates the need for a second chain. A new lock from M&O (NOT a C key lock) 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 Safe School Plan Volumes 1, 2, and 3 are the resource documents for preparedness. They are updated at the beginning of each school year by the School Safety Committee. You must make sure that the Safe School Plans are available to and understood by all staff. Provide copies of the Safe School Plan Quick Response Guide (available as a download from the Safe School Plan Creator online system) to all staff members. Refer to Volume 2 *Emergency Procedures*, Section 2.0, for implementing the Incident Command System at school.

Review key provisions with staff, parents, and students throughout the year. You can do a “read through” for students at an assembly of what would happen should the school go on lockdown. Once they are familiar with the key provisions, you will need to drill with everyone. 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 on the Learning Zone. More information about the STEPS program is located at STEPS.lausd.net.

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/e-mailing staff, use Blackboard Connect, or other methods of communication available at your school. These steps should be consistent with your Safe School Plan 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 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. Active shooter 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, from any landline telephone or cell phone. Every Blackboard Connect user can download a Dial-In card with information on how to send a message using only a telephone. 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 e-mailed to you" and one will be sent to your District email address. Follow the directions on the cards to send a Blackboard Connect message. Also, remember that you can contact your ESC or Blackboard Connect Client Care at (866) 435-7684 or Central Office at (213) 241-1085 to assist you with sending the message even when you are not on site. Online training is available on the Learning Zone as STEPS 407, "Communication Methods During an Emergency".

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 Commander (213-625-6631) can direct you. Your designee on campus can communicate with you.

8. I am a principal with a split assignment. What if I am at my other 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 (School IC). 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 Commander (213-625-6631) can direct you. Your designee on campus can communicate with you.

9. 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. The Learning Zone hosts online courses to help prepare for emergencies [<http://STEPS.lausd.net>]. 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.

10. 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 Educational Service Center Operations Coordinator; communicate with any before-school programs on campus (e.g., Ready-Set-Go); 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 ESC Operations Coordinator will work with Transportation Services to divert buses to the reunion location and if necessary arrange for special pick-up of students.

11. 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 ESC 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).

12. 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.

13. 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 III B 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, etc.) and who will serve it if in the classroom. For safety reasons, we cannot require Food Services staff to serve food outside of the cafeteria during a campus lockdown. The LASPD Officer and the 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.
- 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.
 - If circumstances prohibit the Cafeteria Manager from following Federal guidelines, **Food Services will itemize all food items served and provide an invoice to the school.**
 - There are generally no additional costs other than the usual co-pays for the students. Please work with the Cafeteria Manager to minimize the costs to meals.
 - If the procedures/guidelines cannot be followed, the following costs will apply for lunch:
 - * High School Students:
 - Paid - \$2.50
 - Reduced price - \$.40
 - Free - \$0

* Elementary/Middle (K-8) Students:

- Paid - \$2.00
- Reduced price - \$.40
- Free - \$0

- Meals for adults are not covered under this provision. Adult lunch meals are \$3.50.

*Price is subject to change.

14. What happens if a lockdown occurs right before lunch?

Make immediate contact with the Cafeteria Manager and find out where they are with lunch preparations. Determine how long the lockdown period will be and keep in contact with the Food Services (Cafeteria) Manager to ensure meals will be ready if students can go the cafeteria.

If food needs to be served in the classrooms, you must determine who will serve it. For safety reasons, you cannot require Food Services staff to serve food outside of the cafeteria during a campus lockdown. Please refer to question #13 to determine how to serve students.

15. What happens if a lockdown occurs during lunch?

Move students who are outside to the nearest room with a door that can be locked. Students in the cafeteria should remain inside to ensure their safety. Make contact with the Cafeteria Manager and determine if meals need to be provided to students in their classrooms. If food needs to be served in the classroom, you must determine who will serve it. For safety reasons, you cannot require Food Services staff to serve food outside of the cafeteria during a campus lockdown. Please refer to question #13 to determine how to resume serving students.

16. Do I provide meals to students if the lockdown lasts beyond the end of the school day?

If the lockdown occurs after lunch service, you may wait until it is closer to the end of the day to decide if you want to provide snacks. If you decide to provide snacks, you may utilize the emergency bin supplies that are available on your campus, if it is safe to do so.

You may also contact the Cafeteria Manager to determine what snacks may be available through the cafeteria. If your program participates in the Supper program, meals are available to students at no cost, unless your campus is not eligible. Please note that the amount of snacks/supper meals is limited to the current number of students participating in the afterschool programs, and may not be sufficient for the entire student body.