

LOCKDOWN DRILL INFORMATION

In accordance with the District's Safety Plan - Drills should be performed as often as necessary to ensure staff and students know how to respond in this type of emergency. The State requires at least two drills annually.

There are three types of Lockdowns: "Shelter in Place", "Level One" Lockdown, or "Code Red" Lockdown.

SHELTER IN PLACE - Limits Movement Around The School

Medical or weather related emergencies and threats

- Turn off cell phones/use two-way radios
- Continue normal classroom instruction
- Admit students assigned to classrooms

LEVEL ONE LOCKDOWN - Shuts Down Campus

Dangerous person or crime in neighboring community

- Teachers to lock all doors & windows
- Continue normal classroom instruction
- Do NOT admit anyone to your room

CODE RED LOCKDOWN - Immediate Danger

Fatality, Stabbing, Shooting or Active Shooting

- Teachers to lock all doors & windows
- Close window coverings
- Turn off lights
- Barricade door
- Build interior barricade
- Everyone on floor, behind barricade, stay quiet
- Stay away from windows
- Do NOT admit anyone to your room
- Place "Red" or "Green" 8 1/2 x 11 paper in window or slide halfway under door.
 - "Green" indicates everyone is accounted for and everything is under control.
 - "Red" indicates life-threatening situation – you need help.

EMERGENCY RESPONSE TEAM - E-Team (made up of staff)

Shelter in Place and Level One Lockdown

- Locks any unlocked exterior doors
- Sweeps halls & restrooms for students
- Notifies classes meeting outside, i.e., P.E.
- Meets emergency personnel and assists as needed

Additionally, emergencies may require a school to evacuate its students. If an evacuation occurs, you will be notified via the Emergency All-Call System as to the location of the reunification site.

For more information you can contact the Santa Cruz County Office of Education Emergency Response and Crisis Management (ERCM) Project Specialist at 831-479-5386 or log on to www.santacruz.k12.ca.us/safe_schools.html.