



TITLE: Emergency Response During and After Athletic/
Special Events at a District or Non-District
Facility

NUMBER: BUL-149511

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POLICY: Los Angeles Unified is committed to support schools and offices as they maintain a safe and welcoming Learning environment.

Emergencies and disasters can strike anywhere and at any time. District employees may be required to deal with an emergency when it is least expected. Proper planning before an emergency is necessary to respond effectively.

MAJOR CHANGES: This is a new policy of Los Angeles Unified. It provides procedures and guidelines to protect students, employees, and the public during an event, such as athletic/special events held at a District facility or sponsored by the District. A carefully developed emergency action plan guides responses when immediate action is necessary. Planning in advance helps ensure that everyone knows what to do when an emergency occurs.

GUIDELINES: The purpose of this communication is to review and refine District protocols during athletic/special events to prepare for and respond to emergencies. It is critical that at athletic/special events staff are aware and prepared for these situations so they can immediately take appropriate actions even before first responders arrive. To best prepare staff for athletic/special events emergencies, school administrators/designees hosting athletic/special events should ensure the following actions take place:

I. BEFORE ATHLETIC/SPECIAL EVENTS

All Incident Types: General Preparedness

- A. The hosting school site administrators, staff, and stakeholders should engage in planning for emergency situations, including an active shooter incident. Planning for emergency situations will help to mitigate the impact of an incident.

<p>ROUTING All Sites All Employees</p>



- B. School administrators/designees may utilize Attachment A – Emergency/Medical Action Plan (EMAP) to assign responsibilities to staff before the event.
- C. Create an athletic/special events Emergency/Medical Action Plan (EMAP) that includes:
- Reporting emergencies to 9-1-1 system;
 - Evacuation policy and procedures for staff, student-athletes, and community members via pre-planned evacuation routes to a safe area utilizing the School Site Safety Plan and the Integrated Safe School Plan (ISSP) if the event is taking place off-campus;
 - Ensuring that the school site has at least two (2) evacuation routes listed in the ISSP;
 - Posting evacuation routes in conspicuous locations throughout the school or the athletic/special event site;
 - Ensuring an adequate number of staff equipped with the necessary keys such as emergency bins and gate keys;
 - Contact information for individuals with specific listed responsibilities;
 - Local hospital or pediatric trauma center information (i.e., name, telephone number, and distance from the location);
 - Emergency notification protocols to alert various parties of an emergency including:
 - a. Individuals at remote locations on premises
 - b. Local law enforcement agency
 - c. Medical professionals staffing event
 - Assigning staff member(s) to lock doors and gates; and
 - School administrators/designees may utilize Attachment A – Emergency/Medical Action Plan (EMAP) to create their own EMAP if necessary.
- D. Plan to assist individuals with access and disabilities/physical needs:
- Ensure that athletic/special events EMAP has evacuation instructions and any other relevant protocols that address individuals with access and disabilities/physical needs; and
 - The athletic/ special event site should be accessible and in compliance with the American with Disabilities Act (ADA) requirements.
- E. Promote reporting signs of potentially violent or suspicious behavior.



Staff may call Los Angeles School Police Department (LASPD) – Watch Commander at (213) 625-6631 or report it through the Los Angeles Schools Anonymous Reporting (LASAR) mobile application.

- F. If unfamiliar with the athletic/special event site, conduct a pre-event walkthrough to address any possible dangers/hazards. Identify exits, ingress/egress, bus area, restrooms, etc. to better inform and refine plans.
- G. Prepare an announcement and test the Public Address (PA) system. See Attachment B – Sample Public Address (PA) Announcement at Athletic/Special Events.
- H. Update the school’s supervision plan for the athletic/special events using Attachment C – School Athletic/Special Events Supervision Plan.
 - Consider:
 - a. Ingress/Egress (including for emergencies and accessibility);
 - b. Line(s) of sight for supervision;
 - c. Restrooms available to attendees;
 - d. Access controls (i.e., keys, security system passcodes, etc.); and
 - e. Contacting the Region Operations to review the plan.
 - Thoroughly review the school’s supervision plan with Region Operations and/or LASPD staff who will assist during the athletic/special events.
 - Review the plan with supervision staff, ensuring:
 - a. Sufficient supervision staff are available and seek support from the Region, as necessary;
 - b. Test communication system (e.g., radios, PA system, etc.); and
 - c. Transportation logistics are in place and communicated with key staff (i.e., bus parking, routes in/out of athletic/special events, supervision, etc.).
- I. Identify separate bathroom and locker room facilities for the visiting team, if feasible.
- J. Notify/contact LASPD for awareness of the event to request additional staffing as needed and discuss additional safety measures or specific concerns. Circumstances where support should be requested include:
 - Traditional rivalry games or other high-profile contests.



- Ongoing community unrest.
 - Concerns related to students' or attendees' safety.
- K. Communicate expectations with the student body and prospective attendees through:
- Blackboard Connect messages in the days leading up to the athletic/special events. See Attachment D – Blackboard Connect Template Messages for Athletic/Special Events
 - Post large signs before and during the athletic/special events with protocols such as, “No In & Out” (entry/exit)
- L. Train and exercise the above plans by including school administrators, staff, and first responders.
- M. Be mindful of threat and violence indicators and take steps to mitigate accordingly. This may include notification to LASPD or other local law enforcement agencies.
- N. Assemble and distribute critical items to appropriate employees, including:
- Radios
 - Automated External Defibrillator (AED) locations
 - Floor plans, including campus/facilities
 - Keys, including the school emergency bins
 - First aid kits and emergency bins locations
 - Flashlights
 - Staff roster and emergency contact numbers
 - Facility personnel lists and telephone numbers
 - Emergency/Medical Action Plan (EMAP) and supervision plans
- O. If the athletic/special event is not at a Los Angeles Unified site, coordinate with that facility’s security department to ensure the physical security of the location and to inform your plans of action, including EMAP and supervision plans.

II. DURING ATHLETIC/SPECIAL EVENTS

- A. Publicly announce, using the PA system, to event attendees, general emergency procedures and exits. See Attachment B – Sample Public Address (PA) Announcement at Athletic/Special Events.
- B. During an emergency, the school administrator/designee of the event becomes the lead. Employees, students, and community members



should follow the lead's directives. The school administrator/designee should be familiar with the EMAP and be prepared to:

- Take immediate action based on the situation;
- Remain calm;
- Continue to assess the situation and provide updates to appropriate staff; and
- Follow first responders for non-violent emergencies and law enforcement guidance and collaborate with Region staff.

C. All Incident Types – General Event Actions:

- Have staff wear District-approved vests visibly at all times to easily identify them for needed support.
- Maintain ongoing communication with all staff throughout the athletic/ special event.
- Reiterate to all staff to be aware of their environment.
- Post clear signage throughout all impacted areas of campus, including clear No "In & Out" signs.
- Engage in active supervision:
 - a. Know established egress routes and exits near post signs;
 - b. Dialogue with students and other attendees; and
 - c. Alert other staff immediately of any possible issues/ concerns.
- All staff should know points of contact for support:
 - a. On-site administrator/designee.
 - b. Region Operations contact information (if not on-site).
 - c. LASPD (if not on-site).

D. If an emergency/incident occurs:

- Contact LASPD and Region Operations immediately, if not already present;
- Use the PA system to give specific instructions to teams and spectators, if safe to do so;
- Support visiting team with safe passage before and after the event as needed between bus/parking lot and gym/court/field
- Activate the emergency notification protocols as described in the EMAP; and
- Activate assembly area(s), provide support, and create rosters of players and student spectators unaccompanied by parents.



III. AFTER ATHLETIC/SPECIAL EVENT INCIDENT

All Incident Types: General Recovery Actions:

- Meet with staff for at least 10-15 minutes (or longer if necessary) to debrief the incident after the athletic/special event incident ends.
- Notify parents via Blackboard Connect message of any incident as appropriate.
- File an iSTAR to document any incidents (e.g., injuries, disturbances, etc.).
- On the first school day after the incident, schedule an After-Action Review meeting, as needed.
- Ensure that students are provided with any follow-up support (e.g., mental health, medical, etc.).

Following a significant incident, the Division of School Operations and the Region Operations will convene a team that will conduct an After-Action Review meeting and summarize key information regarding the incident and response measures taken. The review will include staff and responder performance and recommendations for next steps.

IV. OTHER EMERGENCY RESPONSES

Attachment E – Other Emergency Responses Definitions will guide and provide school administrators/designees with an understanding of other emergency responses.

AUTHORITY: This is a policy of the Los Angeles Unified School District.

RELATED RESOURCES:

- [BUL-6320.2 Procedures for Handling Disturbances or Demonstrations on or Adjacent to School Sites](#)
- [BUL-5469.3 Lockdown and Rapid Relocation Procedures for All Schools](#)
- [BUL-5800.1 Crisis Preparedness, Response, and Recovery](#)
- [REF-6537.2 Inter-Campus/Districtwide Safety Communications Test](#)
- [REF-5803.6 Emergency Procedures, Drill, and Districtwide Emergency Exercises](#)
- Safety Training for Emergency Preparedness at Schools (STEPS) program website for training resources, including a list of MyPLN online training on emergency procedures. Each course generates a certificate upon completion, which can assist administrators in tracking employee training. A full list of STEPS courses is available at: <https://www.lausd.org/steps>



- Remind employees to update their contact information, including a cell phone number in Employee Self Service at: ess.lausd.net

ATTACHMENTS

- Attachment A – Emergency/Medical Action Plan (EMAP)
- Attachment B – Samples Public Address (PA) Announcement at Athletic/Special Events
- Attachment C – School Athletic/Special Events Supervision Plan
- Attachment D – Blackboard Connect Template Messages for Athletic/Special Events
- Attachment E – Other Emergency Responses Definitions

ASSISTANCE:

For additional information, please contact your Region Operations Coordinator or the Division of School Operations at (213) 241-5337.



EMERGENCY/MEDICAL ACTION PLAN (EMAP)

Date: _____ Region: _____ School: _____ Facility (if event not at school): _____

School/Facility Address: _____ Administrator/Designee: _____ Athletic Director/Coach: _____

Call 911 or the local Emergency Medical Services (EMS) for all medical emergencies. If unresponsive and not breathing normally, begin Cardiopulmonary Resuscitation (CPR) and get the Automated External Defibrillator (AED).

911 TEAM		
CALL 911. Explain emergency. Provide location		
Local EMS Number:		
EMS Access Point:		
Cross Streets:		
Responder 1:		
MEET AMBULANCE at EMS Access Point. Take to victim		
EMS Access Point:	Practices	Events
Cross Streets:		
Responder 1:		
CALL CONTACTS. Provide location and victim's name		
Principal:	Cell:	
Assistant Principal:	Cell:	
Athletic Director:	Cell:	
Athletic Trainer:	Cell:	
School Police (LASPD):	(213) 625-6631	
Local Police Department:		
Emergency Medical Technician (EMT):		
Poison Control:	(800) 222-1222	

CPR/AED TEAM
START CPR
1. Position person on his/her back
2. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard fast, and (100 compressions/minute.) Let chest completely recoil after each compression
3. Take turns with other responders as needed
Coach/Advisor:
Responder 1:
Responder 2:
WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS
1. Remove clothing from chest
2. Attach electrode pads as directed by voice prompts
3. Stand clear while AED analyzes heart rhythm
4. Keep area clear if AED advises a shock
5. Follow device prompts for further action
6. After EMS takes over, give AED to Athletic Director

AED TEAM		
GET THE AED KIT		
Nearest AED:	Practices	Events
Responder 1:		
GET THE ATHLETIC TRAINER		
Athletic Trainer:		
Cell/Contact Method:		
Typical location:		
Responder 1:		
LOCAL HOSPITAL INFORMATION		
Nearest Hospital:		
Hospital Address:		
Hospital Phone #:		
Parents should be contacted by an administrator, Athletic Director, or coach as soon as a decision to transport is made.		

**By law, all athletic coaches, paid and or volunteer, must be currently certified in CPR and First Aid and Concussion Awareness as outlined in Section 5590- 5596 of Title V of the California Code of Regulations and Education Code Sections 35179.5 and 44919. More information can be found at <http://cifstate.org/> under the Health & Safety tab, in the Sports Medicine Handbook.*

Signature

Title

Date

Return this form to the school principal/athletic director after the event.



Sample Public Address (PA) Announcement at Athletic/Special Events

Welcome to (*name of school*) for tonight's/today's game (*or contest*). We would like to draw your attention to the exits, which are located (*site-specific information for at least 2 exits here*). In case of an emergency, we ask that you remain calm as you make your way to these exits. While you are watching the game, keep an eye out for suspicious activities. If you see something suspicious, say something to the staff wearing a bright-colored vest. Together, we can protect our community.

We ask that good sportsmanship be shown throughout the game (*or contest*).

Let's have a great evening!

Ejemplo de Anuncio por Megafonía (PA) en Acontecimientos Deportivos u otros Eventos Especiales

Bienvenidos a (nombre de la escuela) para el partido (o competición) de esta noche/hoy. Nos gustaría llamar su atención sobre las salidas, que se encuentran (información específica del sitio para al menos 2 salidas aquí). En caso de emergencia, le pedimos que mantenga la calma mientras se dirige a estas salidas. Mientras esté viendo el partido, esté atento a actividades sospechosas. Si ve algo sospechoso, avise al personal que viste un chaleco de color brillante. Juntos podemos proteger a nuestra comunidad.

Pedimos que se demuestre buena deportividad durante todo el partido (o competición).

¡Pasemos una velada estupenda!



School Athletic/Special Events Supervision Plan

Region			School Name					
Event Name			Event Date			Event Location		
Personnel	Principal/Designee Name				Coach Name			
	Administrator in charge of supervision			Other staff providing supervision (AP, Dean, etc.)				
	No. of Campus Aides		No. of School Climate Advocates (if applicable)			Other		
	Responsible individual ensuring that:	Supervision staff are wearing vests					Number	
Supervision staff with radios					Number			
Facilities	Co-locations (Pilot/Charter/Offices/Visiting Team/Other)							
	Responsible individual ensuring that	Communication protocols are established	Name				Title	
		Parking for visiting team	Name				Title	
		Safe Passage (if applicable)	Name				Title	
		Locker room (if applicable)	Name				Title	
		Restrooms	Name				Title	
		Bus clearly defined drop-off location established	Name				Title	
		Bus clearly defined pick-up location established	Name				Title	
	Perimeter Gates Open, Closed, and Locked							
	Responsible individual ensuring that	Before the event	Name				Title	
During the event		Name				Title		
After the event		Name				Title		
Administrator/designee run-through of the site at the end of the event		Name				Title		



Blackboard Connect Template Messages for Athletic/Special Events
Plantilla de Mensajes de Blackboard Connect para Eventos Deportivos/Especiales

General Lockdown

This is [school] Principal [name] with an important update for our parents and guardians. The safety of our students and our staff remains my top priority.

Earlier today, our school was placed on a brief lockdown. We followed all Los Angeles Unified protocols to ensure the safety of our students and our employees. The lockdown has since been lifted and all students and employees remain safe.

We encourage you to speak to your child about following the District's message: "If you see something, say something". If you have any additional questions, please contact me at [phone].

Thank you for your continued engagement and support.

Cierre general

Soy el director(a) [name] de [school] y quiero informar a nuestros padres y tutores. La seguridad de nuestros estudiantes y nuestro personal sigue siendo mi máxima prioridad.

Hoy temprano, nuestra escuela fue cerrada brevemente. Hemos seguido todos los protocolos del Distrito Unificado de Los Ángeles para garantizar la seguridad de nuestros estudiantes y empleados. El cierre se levantó y todos los estudiantes y empleados permanecen a salvo.

Le animamos a que hable con su hijo para que siga el mensaje del Distrito: "Si ves algo, di algo". Si tiene alguna pregunta adicional, póngase en contacto conmigo al [phone].

Gracias por su compromiso y apoyo constantes.



Prolonged Lockdown Due to Police Activity in Neighborhood

Good morning. This is [school] Principal [name] with an important message. The safety of our students and our staff remains my top priority.

Our school is currently undergoing a lockdown due to police activity in our surrounding neighborhood. As a precautionary measure, we are modifying our operations to ensure the safety of our students. Our students are safe, and our school remains open for instruction.

We are also maintaining direct communication with local authorities, who are keeping us updated with the latest developments. They have advised that our school remains safe for instruction. The Los Angeles School Police Department is also on our campus as a precautionary measure.

If you have any questions, please call me at [phone]. We thank you for your patience.

Cierre Prolongado por Actividad Policial en el Vecindario

Buenos días. Soy el director(a) [name] de [school] con un mensaje importante. La seguridad de nuestros estudiantes y nuestro personal sigue siendo mi máxima prioridad.

Nuestra escuela se encuentra actualmente cerrada debido a la actividad policial en nuestro vecindario cercano. Como medida de precaución, estamos modificando nuestras operaciones para garantizar la seguridad de nuestros estudiantes. Nuestros estudiantes están a salvo, y nuestra escuela permanece abierta para la impartición de clases.

También mantenemos comunicación directa con las autoridades locales, que nos mantienen al corriente de los últimos acontecimientos. Han informado de que nuestra escuela sigue siendo segura para impartir clases. El Departamento de Policía Escolar de Los Ángeles también se encuentra en nuestro campus como medida de precaución.

Si tiene alguna pregunta, llámeme al [phone]. Le agradecemos su paciencia.



Lockdown Due to Trespasser and Weapon Found on Campus

This is [school] Principal [name] with an important message. The safety of our students and our staff remains my top priority.

Today, law enforcement activity that originated in our surrounding community impacted our school operations when an unauthorized individual entered our campus. Our staff immediately responded and our school underwent a brief lockdown in accordance with Los Angeles Unified protocols. The lockdown has since been lifted and the individual is in the custody of local law enforcement.

All students and employees are safe and instruction was not disrupted. During a comprehensive search of our campus, the Los Angeles School Police Department discovered a weapon that had been left by the individual. The weapon was quickly and safely recovered and removed from campus.

Out of an abundance of caution, school authorities will be providing additional patrols in and around our school campus. Our school will have mental health resources for students who may have been impacted by this incident. Please contact us at [phone] to learn more about how we may support your child.

We encourage everyone to follow the District's message: "If you see something, say something". If you have any questions, please call me at [phone].

Cierre Debido a la Presencia de un Intruso y un Arma en el Campus

Buenos días. Soy el director(a) [name] de [school] con un mensaje importante. La seguridad de nuestros estudiantes y nuestro personal sigue siendo mi máxima prioridad.

Hoy, la actividad policial que se originó en nuestra comunidad circundante impactó nuestras operaciones escolares cuando un individuo no autorizado entró en nuestro campus. Nuestro personal respondió inmediatamente y nuestra escuela se sometió a un breve cierre de acuerdo con los protocolos del Distrito Unificado de Los Ángeles. El cierre se levantó y el individuo está bajo la custodia de la policía local.

Todos los estudiantes y empleados están a salvo y las clases no fueron interrumpidas. Durante un registro exhaustivo de nuestro campus, el Departamento de Policía Escolar de Los Ángeles descubrió un arma que había sido abandonada por el individuo. El arma fue recuperada y retirada del campus de forma rápida y segura.

Por precaución, las autoridades escolares proporcionarán patrullas adicionales dentro y alrededor de nuestro campus escolar. Nuestra escuela tendrá recursos de salud mental para los estudiantes que

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POLICY BULLETIN

puedan haber sido afectados por este incidente. Póngase en contacto con nosotros al [phone] para obtener más información sobre cómo podemos apoyar a su hijo.

Animamos a todos a seguir el mensaje del Distrito: “Si ves algo, di algo”. Si tiene alguna pregunta, llámeme al [phone].



Lockdown Drill

Good afternoon. This is [school] Principal [name].

Today, our students, teachers, and staff participated in an emergency preparedness drill. This drill includes the practice of our lockdown procedures, public address systems and our communication channels.

This routine procedure allows our school community to be prepared in the event of an actual emergency.

If you have any questions, please contact me at [phone].

Thank you for your continued engagement and support.

Simulacro de Encierro

Buenas tardes. Soy el director(a) [name] de [school].

Hoy, nuestros alumnos, maestros y personal han participado en un simulacro de preparación para emergencias. Este simulacro incluye la práctica de nuestros procedimientos de cierre, sistemas de altavoces y nuestros canales de comunicación.

Este procedimiento rutinario permite a nuestra comunidad escolar estar preparada en caso de una emergencia real.

Si tiene alguna pregunta, póngase en contacto conmigo al [phone].

Gracias por su compromiso y apoyo constantes.



Student Threats

This is [school] Principal [name] with an important message for parents and guardians.

The school became aware of a statement by a student today that raised concerns about the safety of our campus. The school was placed on a brief lockdown, which has since been lifted. Our school has resumed normal operations. Procedures were implemented according to District policy to ensure the safety of our students. School authorities were contacted and have determined that there is no evidence of a credible threat and that all our students and our staff are safe. We would like to thank you for your patience and cooperation in helping keep our school safe and secure.

The Los Angeles Unified family strives to treat everyone with respect, kindness, and compassion at every school. The [school] community will continue to look at safety procedures and provide opportunities for any student impacted by the incident to discuss their perspective. We encourage everyone to follow the District's message: "If you see something, say something".

If you have any questions, please call me at [phone].
Thank you for your continued engagement and support.

Amenazas a Estudiantes

Soy el director(a) [name] de [school] con un mensaje importante para padres y tutores.

La escuela tuvo conocimiento hoy de una declaración de un alumno que suscitaba preocupación por la seguridad de nuestro campus. La escuela fue cerrada brevemente, pero ya está abierto. Nuestra escuela ha reanudado sus operaciones normales. Los procedimientos se implementaron de acuerdo con la política del Distrito para garantizar la seguridad de nuestros estudiantes. Las autoridades escolares fueron contactadas y han determinado que no hay evidencia de una amenaza creíble y que todos nuestros estudiantes y nuestro personal están a salvo.

Nos gustaría agradecerles su paciencia y cooperación para ayudar a mantener nuestra escuela segura y protegida.

La familia del Distrito Unificado de Los Ángeles se esfuerza por tratar a todos con respeto, amabilidad y compasión en todas las escuelas. La comunidad de [school] continuará examinando los procedimientos de seguridad y proporcionará oportunidades para que cualquier estudiante afectado por el incidente pueda expresar su opinión. Animamos a todos a seguir el mensaje del Distrito: "Si ves algo, di algo".

Si tiene alguna pregunta, póngase en contacto conmigo al [phone].

Gracias por su compromiso y apoyo constantes.



Unauthorized Imitation Weapon/Lockdown

Good afternoon. This is [name] with an important update for parents and guardians. The health and safety of our students and our staff remains my top priority.

Earlier today, our school was placed on a brief lockdown due to the presence of an unauthorized object that resembled a weapon. After a thorough investigation, law enforcement has given our school the all-clear. No weapon was found and our campus is no longer on lockdown. I want to assure you that all students and staff remained safe during the lockdown.

We appreciate your patience and cooperation during this incident. Please contact the office at [phone] if you have any questions.

Thank you for your continued engagement and support.

Imitación no Autorizada de Arma/Cierre

Buenas tardes. Soy [name] y les informo de las últimas noticias para padres y tutores. La salud y la seguridad de nuestros estudiantes y nuestro personal sigue siendo mi principal prioridad.

Hoy temprano, nuestra escuela fue cerrada brevemente debido a la presencia de un objeto no autorizado que se asemejaba a un arma. Tras una minuciosa investigación, las fuerzas policiales han dado el visto bueno al centro. No se encontró ningún arma y nuestro campus ya no está cerrado. Quiero asegurarles que todos los alumnos y el personal permanecieron seguros durante el cierre.

Agradecemos su paciencia y cooperación durante este incidente. Póngase en contacto con la oficina al [phone] si tiene alguna pregunta.

Gracias por su compromiso y apoyo constantes.



Multiple Lockdowns/Final Message/Extra Resources/Firearm Sighting

Dear Parents/Guardians,

As the principal of [name], the safety and well-being of our students and our staff remains my top priority.

We appreciate your patience today while we dealt with an incident that caused the lockdown of our campus. Our campus remains open and safe for instruction.

Earlier today, a member of our school community reported a possible firearm sighting. We immediately placed the campus on lockdown and a thorough investigation was conducted with the assistance of the Los Angeles Police Department and the Los Angeles School Police Department. Our local law enforcement partners (and School Police) conducted a thorough search of our campus and no weapons were found. Our campus is no longer on lockdown.

We take the safety of our students very seriously. In an abundance of caution, the Los Angeles School Police Department will have a police officer stationed at our campus for the remainder of the semester in addition to extra patrols around our campus. Our partners at LAUSD Region North will be providing support from Los Angeles Unified to ensure the safety of our school community with extra support staff.

Our school will also provide resources for students who may need additional mental health support because of this incident. Please contact us at [direct phone number for on-campus school mental health resources] to learn more about how we may support your child.

We would like to take this time to remind everyone to report behavior or statements that raise concerns to our staff or local authorities. The Los Angeles School Police Department's communication center may be reached at (213) 625-6631.

We remain vigilant about the safety of our campus and we appreciate your continued support.

Cierres Múltiples/Mensaje Final/Recursos Adicionales/Vista de Armas de Fuego

Estimados padres/tutores,

Como director(a) de [name], la seguridad y el bienestar de nuestros alumnos y nuestro personal siguen siendo mi máxima prioridad.

Agradecemos su paciencia hoy mientras nos ocupamos de un incidente que causó el cierre de nuestro campus. Nuestro campus permanece abierto y seguro para impartir clases.



Hoy temprano, un miembro de nuestra comunidad escolar informó de un posible avistamiento de un arma de fuego. Inmediatamente cerramos el campus y se llevó a cabo una investigación exhaustiva con la ayuda del Departamento de Policía de Los Ángeles y el Departamento de Policía Escolar de Los Ángeles. Nuestras fuerzas policiales locales (y la Policía Escolar) llevaron a cabo un registro exhaustivo de nuestro campus y no se encontraron armas. Nuestro campus ya no está cerrado.

Nos tomamos muy en serio la seguridad de nuestros alumnos. Por precaución, el Departamento de Policía Escolar de Los Ángeles tendrá un oficial de policía estacionado en nuestro campus para el resto del semestre, además de patrullas adicionales alrededor de nuestro campus. Nuestros socios en la Región Norte de LAUSD (por sus siglas en inglés) estarán proporcionando apoyo del Distrito Unificado de Los Ángeles para garantizar la seguridad de nuestra comunidad escolar con personal de apoyo adicional.

Nuestra escuela también proporcionará recursos para los estudiantes que puedan necesitar apoyo adicional de salud mental debido a este incidente. Póngase en contacto con nosotros al [direct phone number for on-campus school mental health resources] para obtener más información sobre cómo podemos apoyar a su hijo.

Nos gustaría aprovechar este momento para recordar a todos que informen a nuestro personal o a las autoridades locales sobre comportamientos o declaraciones que generen preocupación. Puede ponerse en contacto con el centro de comunicaciones del Departamento de Policía Escolar de Los Ángeles llamando al (213) 625-6631.

Seguimos velando por la seguridad de nuestro campus y agradecemos su continuo apoyo.



Lockdown Lifted – Campus Search

Dear Parents/Guardians,

As the principal of [name], the safety and well-being of our students and staff remains my top priority.

The lockdown of our campus has been lifted and our school remains open and safe for instruction. Local law enforcement has indicated that police activity has concluded and that the matter has concluded without further incident. The suspect has been detained.

As part of the lockdown earlier today, local law enforcement conducted a comprehensive search of our campus due to police activity in our surrounding community. After a thorough search, local law enforcement has determined that our campus is not impacted and that our school remains safe for instruction. All students and staff remain safe.

Our school will provide resources for students who may need additional mental health support because of this incident. Please contact us at [direct phone number for on-campus school mental health resources] to learn more about how we may support your child.

As a precautionary measure, the Los Angeles School Police Department will be providing extra patrols in the [location] area. We also remain in communication with the Los Angeles Police Department about important updates that impact our schools.

We remain vigilant about the safety of our campus and we appreciate your continued support and patience.

Levantamiento del Cierre: Búsqueda en el Campus

Estimados padres/tutores,

Como director(a) de [name], la seguridad y el bienestar de nuestros estudiantes y del personal siguen siendo mi máxima prioridad.

El cierre de nuestro campus se ha levantado y nuestra escuela permanece abierta y segura para impartir clases. Las fuerzas policiales locales han indicado que la actividad policial ha concluido y que el asunto ha concluido sin más incidentes. El sospechoso ha sido detenido.

Como parte del cierre de hoy, la policía local llevó a cabo una búsqueda exhaustiva de nuestro campus debido a la actividad policial en nuestra comunidad circundante. Después de una búsqueda exhaustiva, la policía local ha determinado que nuestro campus no está afectado y que nuestra



escuela sigue siendo segura para dar clases. Todos los estudiantes y el personal permanecen a salvo.

Nuestra escuela proporcionará recursos para los estudiantes que puedan necesitar apoyo adicional de salud mental debido a este incidente. Póngase en contacto con nosotros llamando al [\[direct phone number for on-campus school mental health resources\]](#) para obtener más información sobre cómo podemos apoyar a su hijo.

Como medida de precaución, el Departamento de Policía Escolar de Los Ángeles proporcionará patrullas adicionales en el área de [\[location\]](#). También nos mantenemos en comunicación con el Departamento de Policía de Los Ángeles sobre actualizaciones importantes que afectan a nuestras escuelas.

Seguimos velando por la seguridad de nuestro campus y agradecemos su apoyo y paciencia constantes.



Lockdown Lifted – Weapon Discharged – No Injuries – Directly Impacted Campus

Dear Parents/Guardians,

As the principal of [name], the safety and well-being of our students and our staff remains my top priority.

We appreciate your patience while we managed an incident that caused the lockdown of several campuses, [including [name of campuses], [name of campus] and [name of campus]]. Our campus[es] remain open and safe for instruction.

Earlier today, we received a report of an altercation in front of our campus involving a student. The student was threatened with a weapon that was discharged. The student was not harmed, and we immediately responded and placed the campus on lockdown. All students and staff are safe after a review by our school staff.

In addition to the lockdown, a thorough investigation was conducted with the assistance of the [Los Angeles Police Department] and the Los Angeles School Police Department. Our local law enforcement partners conducted a thorough search of our campus and no weapons were found. All lockdowns were lifted with the close consultation of law enforcement.

We take the safety of our students very seriously. In an abundance of caution, the Los Angeles School Police Department will have extra police officer patrols around our campus. Our partners at LAUSD [Region North] will be providing support from Los Angeles Unified to ensure the safety of our school community with extra support staff.

Our school will also provide resources for students who may need additional mental health support because of this incident. Please contact us at [direct phone number for on-campus school mental health resources] to learn more about how we may support your child.

We would like to take this time to remind everyone to report behavior or statements that raise concerns to our staff or local authorities. The Los Angeles School Police Department's communication center may be reached at (213) 625-6631. Emergencies should always be directed to 9-1-1.

We remain vigilant about the safety of our campus and we appreciate your continued support.

Levantamiento del cierre - Arma descargada- Sin heridos - Campus directamente afectado

Estimados padres/tutores,

Como director(a) de [name], la seguridad y el bienestar de nuestros alumnos y nuestro personal siguen siendo mi máxima prioridad.



Agradecemos su paciencia mientras gestionamos un incidente que provocó el cierre de varios campus, [including [name of campuses], [name of campus] and [name of campus]]. Nuestro(s) campus permanece(n) abierto(s) y seguro(s) para impartir clases.

Hoy hemos recibido un informe de un altercado frente a nuestro campus en el que estaba implicado un estudiante. El estudiante fue amenazado con un arma que fue disparada. El estudiante no resultó herido, e inmediatamente respondimos y cerramos el campus. Todos los estudiantes y el personal están a salvo después de una revisión por nuestro personal.

Además del cierre, se llevó a cabo una investigación exhaustiva con la ayuda del [Los Angeles Police Department] y el Departamento de Policía Escolar de Los Ángeles. Nuestras fuerzas policiales locales llevaron a cabo un registro exhaustivo de nuestro campus y no encontraron armas. Todos los cierres se levantaron con la aprobación de las fuerzas policiales.

Nos tomamos muy en serio la seguridad de nuestros alumnos. Por precaución, el Departamento de Policía Escolar de Los Ángeles tendrá patrullas adicionales de oficiales de policía alrededor de nuestro campus. Nuestros socios en LAUSD [Región North] estarán proporcionando apoyo del Distrito Unificado de Los Ángeles para garantizar la seguridad de nuestra comunidad escolar con personal de apoyo adicional.

Nuestra escuela también proporcionará recursos para los estudiantes que puedan necesitar apoyo adicional de salud mental debido a este incidente. Póngase en contacto con nosotros en [direct phone number for on-campus school mental health resources] para obtener más información sobre cómo podemos apoyar a su hijo.

Nos gustaría aprovechar este momento para recordar a todos que informen a nuestro personal o a las autoridades locales sobre comportamientos o declaraciones que susciten preocupación. Puede ponerse en contacto con el centro de comunicaciones del Departamento de Policía Escolar de Los Ángeles llamando al (213) 625-6631. En caso de emergencia, deben siempre llamar al 9-1-1.

Seguimos velando por la seguridad de nuestro campus y agradecemos su continuo apoyo.



Lockdown Lifted – Weapon Discharged – No Injuries – Nearby Campus (Please See Above for Primary Message)

Dear Parents/Guardians,

As the principal of [name], the safety and well-being of our students and our staff remains my top priority.

We appreciate your patience while we managed an incident that caused the lockdown of several campuses,

[including [name of campuses], [name of campus] and [name of campus]]. Our campus[es] remain open and safe for instruction.

Earlier today, we received a report of an altercation near our main campus involving a student of a nearby school. The student was threatened with a weapon and a weapon was discharged. The student was not harmed. Due to the proximity of this incident, we immediately placed our campus on lockdown. All students and staff are safe after a review by our school staff.

In addition to the lockdown, a thorough investigation was conducted with the assistance of the [Los Angeles Police Department] and the Los Angeles School Police Department. Our local law enforcement partners conducted a thorough search of our campus and all neighboring school campuses and no weapons were found. All lockdowns were lifted with the close consultation of law enforcement.

We take the safety of our students very seriously. In an abundance of caution, the Los Angeles School Police Department will have extra police officer patrols around our campus. Our partners at [LAUSD Region North] will be providing support from Los Angeles Unified to ensure the safety of our school community with extra support staff.

Our school will also provide resources for students who may need additional mental health support because of this incident. Please contact us at [direct phone number for on-campus school mental health resources] to learn more about how we may support your child.

We would like to take this time to remind everyone to report behavior or statements that raise concerns to our staff or local authorities. The Los Angeles School Police Department's communication center may be reached at (213) 625-6631. Emergencies should always be directed to 9-1-1.

We remain vigilant about the safety of our campus and we appreciate your continued support.



Levantamiento del Cierre - Arma Descargada - Sin Heridos - Campus Cercano (Vea Arriba el Mensaje Principal)

Estimados padres/tutores,

Como director(a) de [name], la seguridad y el bienestar de nuestros alumnos y nuestro personal siguen siendo mi máxima prioridad.

Agradecemos su paciencia mientras gestionamos un incidente que provocó el cierre de varios campus,

[including [name of campuses], [name of campus] and [name of campus]]. Nuestro(s) campus permanece(n) abierto(s) y seguro(s) para impartir clases.

Hoy temprano, recibimos un informe de un altercado cerca de nuestro campus principal en el que estaba implicado un estudiante de una escuela cercana. El estudiante fue amenazado con un arma y se disparó un arma. El estudiante no ha resultado herido. Debido a la proximidad de este incidente, inmediatamente cerramos nuestro campus. Todos los estudiantes y el personal están a salvo después de una revisión por nuestro personal.

Además del cierre, se llevó a cabo una investigación exhaustiva con la ayuda del [Los Angeles Police Department] y el Departamento de Policía Escolar de Los Ángeles. Nuestras fuerzas policiales locales llevaron a cabo un registro exhaustivo de nuestro campus y de todos los campus escolares vecinos y no se encontraron armas. Todos los cierres se levantaron con la aprobación de las fuerzas policiales.

Nos tomamos muy en serio la seguridad de nuestros alumnos. Por precaución, el Departamento de Policía Escolar de Los Ángeles tendrá patrullas adicionales de oficiales de policía alrededor de nuestro campus. Nuestros socios en LAUSD [Región Norte] estarán proporcionando apoyo del Distrito Unificado de Los Ángeles para garantizar la seguridad de nuestra comunidad escolar con personal de apoyo adicional.

Nuestra escuela también proporcionará recursos para los estudiantes que puedan necesitar apoyo adicional de salud mental debido a este incidente. Póngase en contacto con nosotros en [direct phone number for on-campus school mental health resources] para obtener más información sobre cómo podemos apoyar a su hijo.

Nos gustaría aprovechar este momento para recordar a todos que informen a nuestro personal o a las autoridades locales sobre comportamientos o declaraciones que susciten preocupación. Puede ponerse en contacto con el centro de comunicaciones del Departamento de Policía Escolar de Los Ángeles llamando al (213) 625-6631. En caso de emergencia, deben siempre llamar al 9-1-1.

Seguimos velando por la seguridad de nuestro campus y agradecemos su continuo apoyo.



Lockdown Lifted – Suspicious Individual Detained

Dear Parents/Guardians,

As the principal of [name], the safety and well-being of our students and our staff remains my top priority.

We appreciate your patience today while we managed an incident that caused the lockdown of our campus. Our campus remains open for instruction.

Earlier today, a member of our community reported an off-campus individual who made statements concerning the safety of our campus. Upon receiving this information, we immediately followed District protocols by securing our school and conducting a comprehensive campus search. In addition, the assistance of local law enforcement was also requested. With the help of community members, Los Angeles Police Department and the Los Angeles School Police Department, this incident has now concluded and the individual has been detained.

We take the safety of our students very seriously. We would like to take this time to remind everyone to report behavior or statements that raise concerns to our staff or local authorities. The Los Angeles School Police Department's communication center may be reached at (213) 625-6631. Emergencies should always be directed to 9-1-1.

We remain vigilant about the safety of our campus and we appreciate your continued support.

Levantamiento del cierre - Individuo sospechoso detenido

Estimados padres/tutores,

Como director(a) de [name], la seguridad y el bienestar de nuestros alumnos y nuestro personal siguen siendo mi máxima prioridad.

Agradecemos su paciencia mientras gestionamos un incidente que provocó el cierre de varios campus.

Hoy temprano, un miembro de nuestra comunidad informó de un individuo fuera del campus que hizo afirmaciones que afectaron la seguridad de nuestro campus. Tras recibir esta información, inmediatamente activamos los protocolos de seguridad del Distrito, asegurando nuestra escuela y llevando a cabo un registro exhaustivo del campus. Además, se solicitó la ayuda de las fuerzas de seguridad locales. Con la ayuda de los miembros de la comunidad, el Departamento de Policía de Los Ángeles y el Departamento de Policía Escolar de Los Ángeles, este incidente ha concluido y el individuo fue detenido.

Nos gustaría aprovechar este momento para recordar a todos que informen a nuestro personal o a las autoridades locales sobre comportamientos o declaraciones que susciten preocupación. Puede



ponerse en contacto con el centro de comunicaciones del Departamento de Policía Escolar de Los Ángeles llamando al (213) 625-6631. En caso de emergencia, deben siempre llamar al 9-1-1.

Seguimos velando por la seguridad de nuestro campus y agradecemos su continuo apoyo.



Trespasser

This is [school] Principal [name] with an important message for families.

Earlier today, we had an incident involving an individual who had entered campus without permission. Our staff immediately responded and our school underwent a brief lockdown out of an abundance of caution until the individual left our campus. During a lockdown, all classrooms and buildings are secured until an incident has been completely cleared.

Our students and our staff are safe and our campus remains safe for instruction. In addition to ensuring the unauthorized individual did not leave the supervision of school staff, we also requested the assistance of the Los Angeles School Police Department. They are investigating this incident further. In addition, school authorities and School Police will also be providing additional patrols in and around our school campus.

If you have any questions, please call me at [phone]. Thank you for your continued engagement and support.

Intruso

Soy el director(a) [name] de [school] con un mensaje importante para las familias.

Hoy hemos tenido un incidente con un individuo que ha entrado en el campus sin permiso. Nuestro personal respondió inmediatamente y nuestra escuela pasó por un breve cierre por precaución hasta que el individuo salió de nuestro campus. Durante un cierre, todas las aulas y edificios están asegurados hasta que el incidente haya sido completamente resuelto.

Nuestros alumnos y nuestro personal están a salvo y nuestro campus sigue siendo seguro para impartir clases. Además de asegurarnos de que el individuo no autorizado estuviera siempre bajo la supervisión del personal de la escuela, también solicitamos la ayuda del Departamento de Policía Escolar de Los Ángeles. Ellos están investigando más a fondo este incidente. Además, las autoridades escolares y la Policía Escolar también estarán proporcionando patrullas adicionales en y alrededor de nuestro campus escolar.

Si tiene alguna pregunta, llámeme al [phone]. Gracias por su continuo compromiso y apoyo.



Other Emergency Responses Definitions

A. Fire Evacuation (Fire on or directly threatening campus)

This action provides protection if a school building or an adjacent area is burning. Teachers should be familiar with the approved path of travel from the evacuation map in their classrooms and notify the principal if there is no evacuation map.

B. Drop/Cover/Hold On (Earthquake)

This action provides maximum protection during an earthquake or other emergency where the risk of flying or falling debris is present. There is typically no advance warning or signal given. During earthquake drills, teachers should supervise students and be alert to the position of each student during the entire drill.

C. Lockdown (Violence/threat of violence on or near campus)

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement, and it is necessary to prevent the perpetrator(s) from entering any occupied campus areas. This action is to secure the school during police actions, campus intrusions, community incidents, or other real or perceived threats to the security of the school. During a lockdown, students are to always get to and remain in locked classrooms or designated safe locations.

D. Shelter-in-Place (Outdoor airborne contaminant or other hazard)

The Shelter-in-Place action protects students indoors from airborne contaminants or other environmental dangers that are present outside. Shelter-in-Place includes the shutdown of classroom and building Heating, Ventilation, and Air Conditioning (HVAC) systems, as no one should be exposed to outside, contaminated air. Ensure that multiple people on campus are trained and designated to shut off all HVAC systems in the event of an incident and that these members practice the shutdown procedures each semester. Schools are encouraged to clearly label shut-off switches so that they will be easy to find and operate, and pictures of switches and shutdown directions can be stored in a binder with a school map and uploaded to the ISSP for the Security/Utilities emergency team.

The difference between Shelter-in-Place and Lockdown is that a Shelter-in-Place includes the shutdown of HVAC systems and allows for the free movement of students within a building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom during a Shelter-in-Place.