

**LOCK DOWN PROCEDURES**

October 5, 2014

Faculty and Support Staff,

Below is a slightly revised memo on our lock down procedures that has been our policy since 2011.

- If we have to go into a lock-down. An announcement will be made on the PA system and via e-mail. We will use plain English; no codes will be used.
- Teachers and support staff are to immediately usher into their classroom any student in the hallway, then lock the door.

It is obvious that the two incidents that occurred in 2011 at El Camino Real and Gardena High Schools reveal the strength and weaknesses of a lock-down procedure: A lock-down is designed to prevent a non-student-aged perpetrator from entering a classroom. The El Camino H.S. incident is an example of what a Lock Down is intended to do. The alleged shooter was a man in his 40s, and he did not enter the campus. However, the case of Gardena H.S. illustrates the weakness: The alleged shooter was a student who was able to enter another classroom during the lock-down. There is no obvious solution to this problem. If, as in that case, you suspect that a young person who has entered your classroom, is *not* a Hami student or is a possible suspect, you must call the numbers below immediately in a manner that does not tip off the possible suspect. Do not confront the suspect. Security and/or police will come to your classroom immediately.

- If your classroom is near a door into the building, please immediately close the building door.
- Cover your classroom windows and close the blinds. If the Lock Down is because of an “active shooter” students will need to go under their desks as in an earthquake drill.
- In a lock-down, please direct students to contact their parents/guardians via their cell phones. Make every attempt to keep your students informed about what is happening on the outside. Although they will not all comply, try to regulate the information that goes out by telling them what to tell their families:
  - If students are with you, then they are safe.
  - Parents/guardians should not come to school until invited to do so by the school administration or law enforcement. If parent/guardians do attempt to come to school, they will just have to wait on the perimeter until the area is cleared by the LAPD or School Police.

- Students should share accurate info with their families; info that is read on the PA or that was e-mailed to you. I would hope that we can avoid one of the problems that has occurred at other schools where students were sending inaccurate information to their families. The school administration will send regular phone messages to the faculty and to parents via Blackboard Connect system (automated phone calling system) and will post information on our website in the event of a long Lock Down.
- It is possible that we could be in lock-down for many hours. This has been the case in over a dozen LA high schools in the past few years.

I encourage you to make the time to discuss these issues with our students.

If you have questions about lock down procedures, please contact an administrator.

### **Phone Numbers**

If it is necessary to call 911, then do so, but then contact school administration immediately. In most emergency cases, you can call the following numbers in this order:

1. Main Office: 310.280.1595
2. LA School Police Dispatch: 213.625.6631
3. Hami School Police: 310.303.1598
4. Mr. Garcia's cell: 310.433.5572
5. 911

The information below is shared with parents periodically:

Parent/guardians may also call school police dispatch: 213.625.6631 to report suspicious activity. If a fight or a weapon is witnessed, a parent/guardian should call 911 first, school police dispatch second and then the numbers in the order provided above.

### **Review with your students:**

- Do not wear sagging pants or non-Hami hats at school or while walking to or from school. Some gang members identify themselves by their style of clothing. Wearing the wrong hat, for example can significantly increase the danger of a student walking to or from school.
- Students must report knowledge of a weapon to any Hamilton staff member immediately.
- Students who are robbed or otherwise accosted to or from school should comply with the demand of the perpetrator (to give a phone, for example), immediately write down a detailed description of the perpetrator(s) and vehicle, then call 911. A student should also report the incident to school police after making a report with the LAPD.
- Students must never loiter in hallways or behind buildings during Nutrition, Lunch or after school. Students must "hang out" only where they can see a Hami staff member.
- Students must not loiter in the quad after school.
- Students should not loiter or wait for a ride at the Chevron gas station, Reynier Park or in dark areas around school. Students waiting for a ride after dark should wait on the steps in or near Brown Hall.

Although we can never absolutely guarantee that our students will be safe 100 % of the time, by working together, we can improve continue to make Hamilton as safe as possible.

*This memo was last sent to the faculty on March 11, 2014*