

WADSWORTH AVENUE SCHOOL CAMPUS PROTECTION PROCEDURES

PURPOSE: Campus Protection aka Lockdown is the action 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. During Campus Protection, students are to remain in the classrooms or designated locations at all times. No one leaves a locked area for any purpose – not to go to the bathroom, go home, etc. The hallways are off limits – Do not send students out of the classroom for any purpose! *ALL adults are to provide a safe haven for all students – open your doors and call them in! Staff and students go to nearest rooms!* **PREPARE TO STAY INDOORS UNTIL “ALL CLEAR” IS ANNOUNCED!** School Police declares “All Clear”.

DESCRIPTION OF ACTION

1. All staff are to be aware of the need for Campus Protection, and take necessary action – call the Office and protect students and self. However, “*all calls*”, at this time, can only be made from the Office. An administrator will make an announcement on the PA system, “*We are under Campus Protection, all staff and students are to take cover and follow procedures.*” If the PA system is not available, the administrator will use other means of communication, i.e., long bell.
2. **If inside**, teachers will instruct students to **stay away from doors and windows**, lie on the floor if potential for gunfire, **lock doors**, and **close shades or blinds** if it appears safe to do so.
3. **If outside**, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will **direct students into nearby classrooms or school buildings (e.g. auditorium, library, cafeteria)**.
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement.
5. Teachers will take attendance – **count** students and write down which classes students are from, their names, and the number from each class. **IF students are missing – write down names and wait** for the Main Office to call. Office will call each room – be prepared with names and numbers.
6. Prepare materials to share with students and explain use:
 - Bathroom area – use trash can and heavy black trash bag. Place trash can in closet area; cover opening with butcher paper or black plastic bag.
 - Water and food (if any)
 - First aide and equipment

MAIN OFFICE STAFF ACTIONS

1. Close double doors in Main Building/Building B—Exits A and B.
2. Call Newton Police Station 323-846-6547
3. Call School Police 213-625-6631
4. Call Local District 5 Operations Coordinator, David Holmes 323-224-3177
5. Call classrooms →Ask: Do you have all your own students? Is anyone missing? Who? Write down names of missing students. Do you have students from other classrooms? If yes → who? Write down names.

OTHER STAFF ACTIONS:

- All adults and all students **enter nearest classrooms**
- Supervisors with keys →open nearest door and allow students to enter—possibly Rms. 54, 46 and Cafeteria!
- RSP students should stay with Resource Teacher; itinerants should take students to closest and safest location.
- Front Gate Campus Aide locks the Main Gate, goes upstairs in Main Building/Building B and closes door to building, then reports to Main Office
- Custodial Staff closes Parking Lot gate, locks Staff Lounge door and all exit doors in Building C.