## LAVC IS ON LOCKDOWN, NOW WHAT?

## Why a Lockdown?

A Lockdown means that there is a shooter on campus or there is a viable threat that a shooter might be on campus or is on the way to campus and an evacuation is deemed too dangerous to attempt.

A Shooter on Campus: Either someone has discharged a firearm, has been observed on campus with a firearm, or has been observed approaching the campus with a firearm.

A Threat has been made: A threat has been made and there is sufficient support to believe that the person making the threat has the capacity to act on the threat.

Law enforcement has developed sufficient information to believe that there is a viable threat of an active shooter coming to campus but there is not enough time to effect a safe evacuation.

## What is a Lockdown?

A Lockdown means that everyone on campus should immediately get to a safe and secure place to hide and lockdown on campus.

If indoors get into a room, let those with you into the room, lock the doors, barricade the doors, and stay away from the doors and any windows. Get down on the floor if possible. Turn off the lights. Turn your mobile devices to the silent mode and remain as quiet as possible.

If outdoors you have a choice to make:

Get into a building and find a room to get into and lock or barricade the entrances; or Get off campus as quickly and safely as you can.

## What should you do in a Lockdown?

College employees whether administrator, classified, or faculty need to consider the safety and security of their fellow employees, students, and campus visitors. As such we should take appropriate actions to assist and direct others during emergency situations. All of our employees should be familiar with their responsibilities during emergencies; however it is highly likely that students and visitors will not know what to do. These individuals will look to us for guidance and leadership.

If you are a faculty member and a lockdown is ordered while you are conducting a class your responsibilities include:

**Advising your** class that a lockdown has been ordered and that silence is required.

Closing and locking your classroom doors.

**Asking students to help** in placing barricades against the doors.

**Instructing students** to stay away from windows and doors, take a position on the floor if possible, and to silence their mobile devices.

When possible call the Emergency Operations Center (EOC) at 818-778-5911 or extension 5911 to report your building name, room number, your name, class/section, and that you are locked down. Provide your phone number in case the sheriffs need to contact you. Stay in Lockdown until Law Enforcement arrives and tells you the Lockdown is over or escorts you and your class out of the building. (Do not open the door to anyone. Law enforcement knows they have to unlock the door to gain entry.)