



School Safety

CHIEF OF POLICE, JOHN BABBITT

JULY 28, 2022

The Hacienda La Puente Unified School District Police Department is one of five school police departments in Los Angeles County, the only one in the East San Gabriel Valley.

All of our K-12 and Adult School campuses have an Emergency Plan, as required by State law. The plan is reviewed yearly by school police officers.

Approval Statement

The School Safety Plan for _____ has been reviewed and found to comply with the Los Angeles County Emergency Response Plan minimum and/or recommended requirements.

The plan is updated and reviewed yearly. The quadrant officer signs off each plan in his quadrant.

Site Administrator (required)	Date	District Representative (required)	Date
Law Enforcement (recommended)	Date	Fire/EMS (recommended)	Date
Los Angeles County Emergency Management (recommended)	Date	Los Angeles County Public Health (recommended)	Date

Topics covered in 84 page plans

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- ▶ Emergency Contact Numbers
- ▶ SITE ASSIGNMENTS AND STAGING AREAS
- ▶ ICS ASSIGNMENTS
- ▶ EVACUATION CHECKLIST
- ▶ LOCKDOWN
- ▶ REVERSE EVACUATION
- ▶ SCHOOL MAPS
- ▶ RESOURCE INVENTORY
- ▶ ANIMALS
- ▶ ASSAULT/FIGHTS
- ▶ BOMB THREAT
- ▶ BUS INCIDENT
- ▶ EARTHQUAKE
- ▶ FIRE
- ▶ GAS LEAK
- ▶ SOFT LOCKDOWN
- ▶ HAZARDOUS MATERIALS EVENT
- ▶ INTRUDER/HOSTAGE
- ▶ MEDIA
- ▶ SERIOUS INJURY/DEATH
- ▶ SHELTERING PROCEDURES
- ▶ STAFF RESPONSIBILITIES
- ▶ FOOD SERVICES RESPONSIBILITIES
- ▶ TRANSPORTATION RESPONSIBILITIES
- ▶ STUDENT UNREST
- ▶ SUICIDE
- ▶ TERRORIST EVENT
- ▶ WEAPONS
- ▶ WEATHER
- ▶ Bomb Threat Checklist
- ▶ Notice of First Aid Care
- ▶ Plan Compliance Checklist
- ▶ Pandemics
- ▶ Public Information Release
- ▶ Sample School-Parent Letter
- ▶ Search and Rescue Teams List
- ▶ Site Status Report
- ▶ Staff Skills Survey & Inventory
- ▶ Student Accounting Form
- ▶ Student Release Form
- ▶ Incident Response Job Descriptions
- ▶ Active Shooter Protocols/Checklist

Incident Command System (ICS) assignments

POSITION	PRIMARY	ALTERNATE	3 RD ALTERNATE
INCIDENT COMMANDER	Alfonso Jimenez	Manoj Roychowdhury	Jill Rojas
SAFETY	Hal Longan	Fernando Sanchez	Earl Carrasco
LIAISON	John Babbitt	Raymond James	Charles Park
INFORMATION OFFICER	Jill Rojas	Charles Park	Judy Fancher
OPERATIONS	Manoj Roychowdhury	Raymond James	Joel Duarte
COMMUNICATIONS	Jeanette Terredanio	Lelia Gonzalez	Ruby Lucero
RECORDER	Nancy Ruiz	Jeanette Terredanio	Laura Gonzalez
SECURITY	Police and Safety	Police and Safety	Police and Safety
SEARCH AND RESCUE	Police and Safety	Police and Safety	Police and Safety
SAFETY/DAMAGE	Raymond James	Kevin Maldonado	Blake Vanroom
MEDICAL/FIRST AID	Karen Dabney-Lieras	Helene Cunningham	Angela Lin
STUDENT SUPERVISION	N/A	N/A	N/A
STUDENT REQUEST	N/A	N/A	N/A
STUDENT RELEASE	N/A	N/A	N/A
RUNNERS	N/A	N/A	N/A

Reverse Evacuation

All persons must remain in safe areas until notified by the Incident Commander or emergency responders.

REVERSE EVACUATION

Reverse Evacuation/Shelter-in-place provides refuge for students, staff and public within school buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown/shelter-in-place once inside.

Identify safe areas in each school building.

- Incident Commander directs students and staff to move inside of building(s).
- Teachers take class roster of all occupants.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in the safe area.
- Office personnel must contact each teacher/classroom for a headcount.

Animals

- Ensure the safety of students and staff first.
- Call 911, if necessary. (Insert the actual sequence to dial 911 from your phone system)
- Notify School Police.
- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Site Team Members section).
- Notify Incident Commander. Incident Commander assembles Site Team Members.
- Seal off area if animal(s) still present, if safely possible.
- Incident Commander notifies Superintendent and parents of students involved, if necessary.
- Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.
- Notify Animal Control or Vector Control.

Soft Lockdown

- ▶ Soft lockdown is a lockdown where instruction/business can still take place.
 - ▶ Doors are locked and possibly barricaded
 - ▶ All students move to their designated classrooms, behind locked doors
 - ▶ Staff move indoors, behind locked doors, unless it necessary to be outside
 - ▶ Student escorts
 - ▶ Meet with first responders
 - ▶ Do safety assessments of site
 - ▶ All visitors report to office

- ▶ Reasons:
 - ▶ Police helicopter orbiting over school
 - ▶ Police or Fire Activity near school
 - ▶ Smoke or chemicals near school
 - ▶ Activity at a neighboring, or non-neighboring, school
 - ▶ Possible shooting at a school in a nearby district
 - ▶ National or regional incident. (Example 9-11)
 - ▶ Principal's discretion

Intruder

An intruder is a person, not assigned to that campus, that any staff member believes is a threat to the students or staff.

▶ **If intruder refuses to leave:**

- ▶ If practical and safe warn intruder of consequences for staying on school property.
- ▶ Notify security or police and Incident Commander if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible)
- ▶ Walk away from intruder if he/she indicates a potential for violence.
- ▶ Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.).
- ▶ Maintain visual contact with intruder from a safe distance.
- ▶ Incident Commander notifies Superintendent and may issue lock-down procedures (see Lock-Down Procedures section).

Hostage

- ▶ Incident Commander notifies Superintendent and may issue lock-down procedures (see Lock-Down Procedures section).
- ▶ If hostage taker is unaware of your presence, do not intervene.
- ▶ Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team. (Insert the actual sequence to dial 911 from your phone system)
- ▶ Seal off area near hostage scene.
- ▶ Notify Incident Commander
- ▶ Incident Commander notifies Superintendent.
- ▶ Give control of scene to police and hostage negotiation team.
- ▶ Keep detailed notes of events.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

Student Unrest

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General

- ▶ Notify police, if necessary. (Insert the actual sequence to dial 911 from your phone system)
- ▶ Ensure the safety of students and staff first.
- ▶ Contain unrest. Seal off area of disturbance.
- ▶ Notify Incident Commander.
- ▶ Incident Commander notifies Superintendent.
- ▶ Warn staff. Incident Commander may issue lock-down (see Lock-Down Procedures section).
- ▶ Shut off bells.
- ▶ Move students involved in disturbance to an isolated area.
- ▶ Meet with student representatives to address issues.
- ▶ Document incidents with cassette recorder or take detailed notes.

Teacher's responsibility

- ▶ Keep students calm.
- ▶ Lock classroom doors.
- ▶ Do not allow students to leave the classroom until you receive an all-clear signal from Incident Commander.
- ▶ Make a list of students that are absent from classroom. Document all incidents.

Active Shooter Training

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Metal Detectors

Advantages

- ▶ Provides the ability to detect most firearms, knives or other deadly weapons through a minimally evasive procedure.

Issues related to their use

- ▶ Requires a police officer to stand by at the device.
- ▶ Someone has to be able to match or exceed the potential threat level.
- ▶ The police officer shouldn't be the person monitoring the device.
- ▶ He/she needs to be watching people as they prepare to enter the screening process.
- ▶ The device only offers protection at the point-of-entry; not the surrounding fence-line.

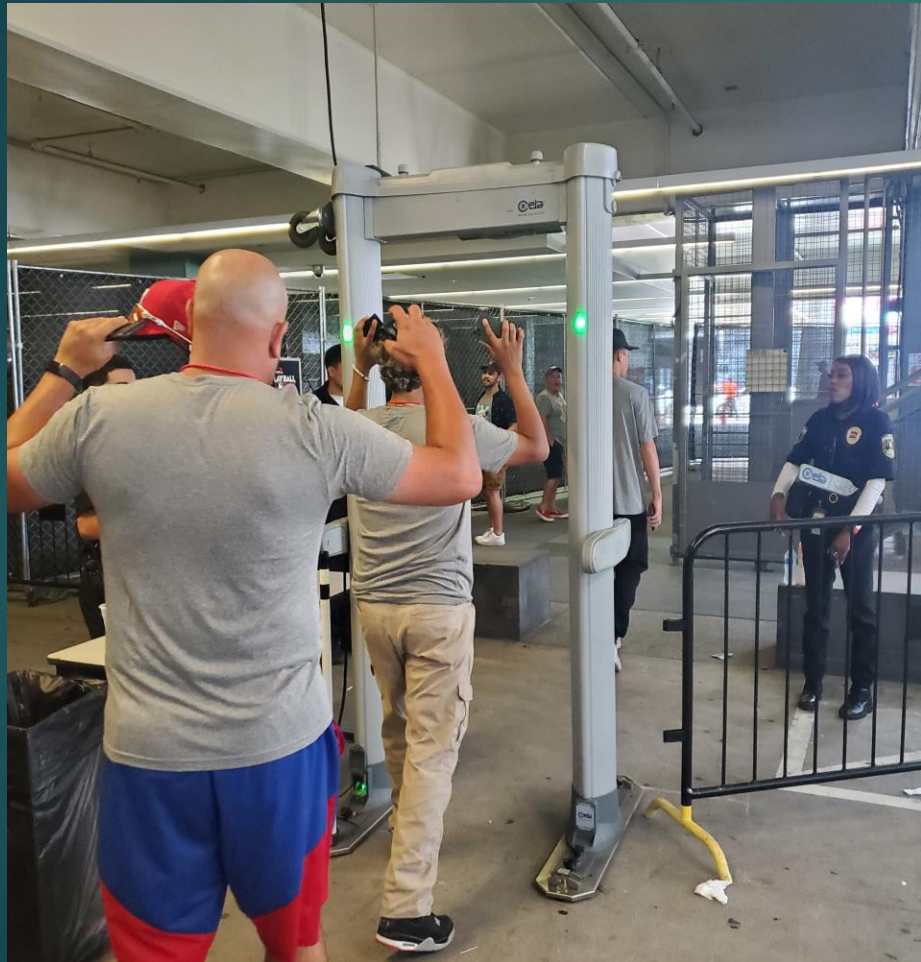
Wands



Advantages and disadvantages

- ▶ They are inexpensive and portable.
- ▶ They are only as good as the operator.
- ▶ They are the most intrusive form of metal detection.

Magnetometers



Evolve

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Advantages

- ▶ Least intrusive
- ▶ Can “theoretically” differentiate between common items, such as keys and cell phones and weapons.
- ▶ The next generation of metal detectors.

Fence-line considerations

High Schools

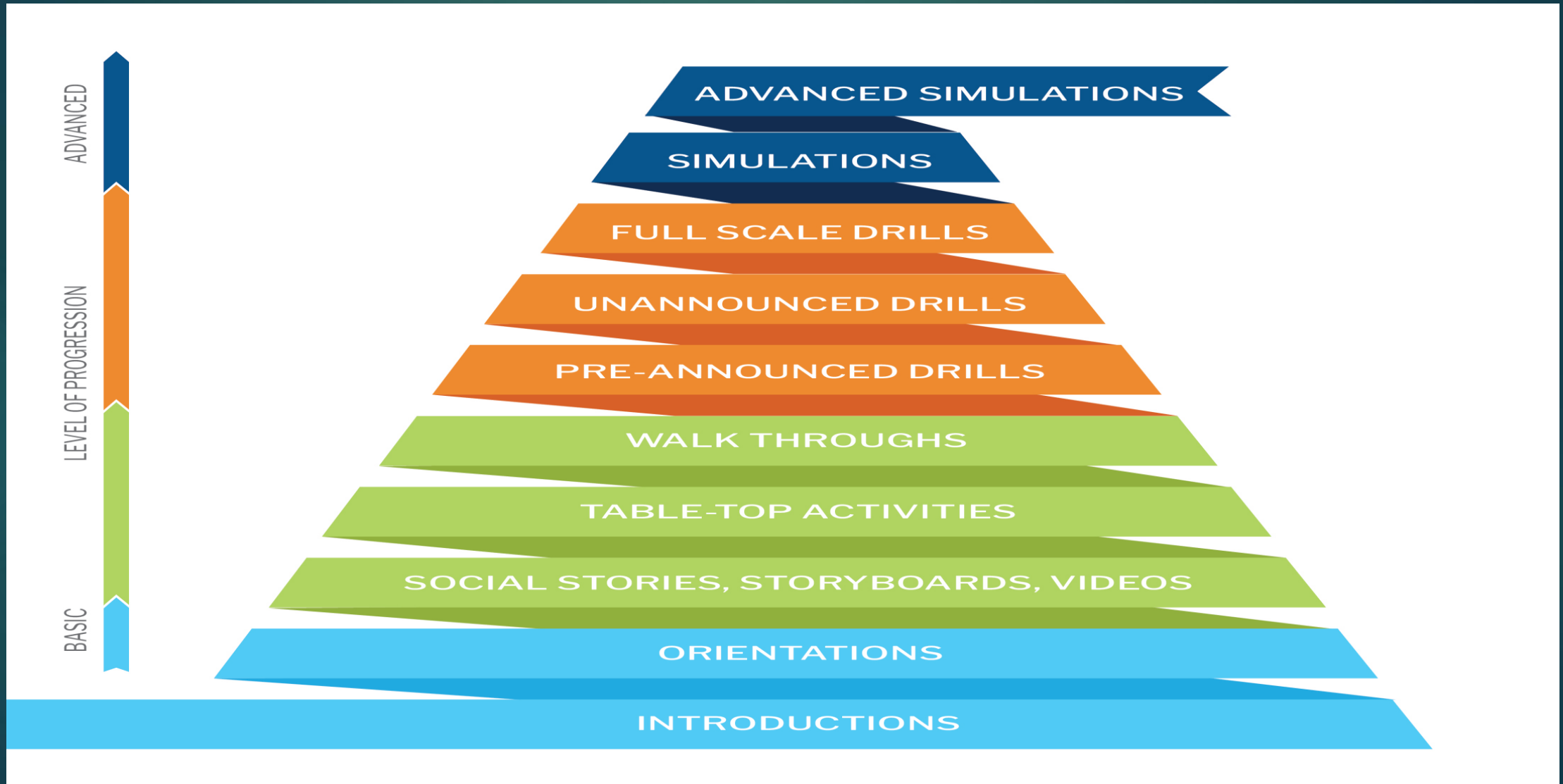
- ▶ La Puente 4097 feet ▶ .77 of a mile
- ▶ Los Altos 4937 feet ▶ .94 of a mile
- ▶ Wilson 5461 feet ▶ 1.03 mile
- ▶ Workman 6037 feet ▶ 1.14 mile

- ▶ On September 26, 2000, a 13 year-old boy in New Orleans, snuck a pistol under a chain link fence before passing through the school metal detector. He then retrieved the gun and shot a fellow student.

- ▶ On January 29, 1979, in San Diego, a 15 year-old girl shot 8 students, a police officer and the principal at Cleveland Elementary with a rifle from across the street from the campus.

Hierarchy of Education & Training Activities

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Next steps:

- ▶ Conduct training for administrators
- ▶ Conduct school level training
- ▶ Conduct multi-agency police training
- ▶ Monitor training conducted by other districts and jurisdictions
- ▶ Conduct advanced training for senior administrators (table top exercises)