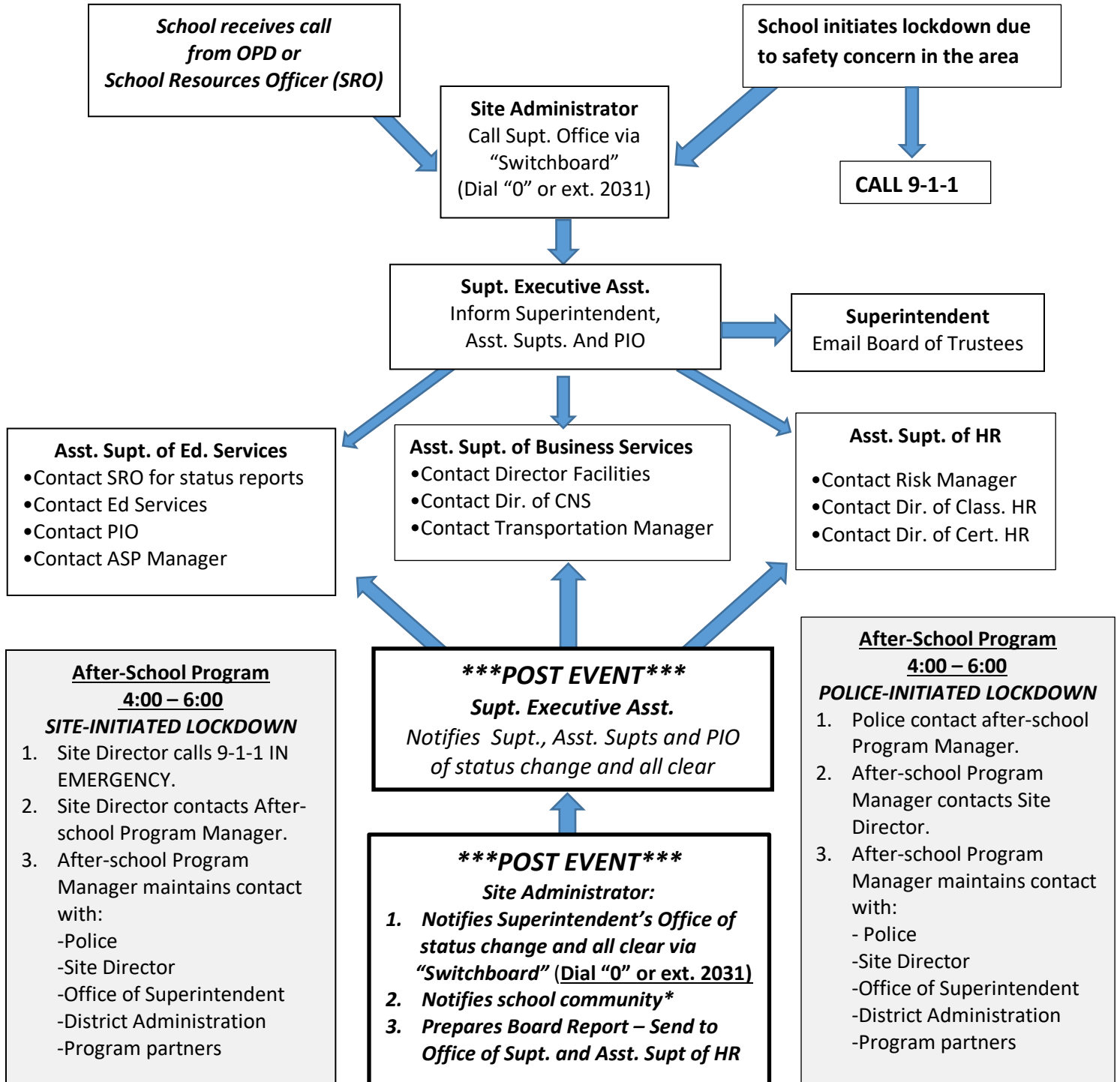


## Oxnard School District Lockdown Communication Flow Chart

(During School Hours until 4:00 p.m.) \* See below for protocol 4:00 – 6:00



\***BLACKBOARD CONNECT:** 1-800-901-4923 or 1-866-360-2155 or [www.blackboardconnect.com](http://www.blackboardconnect.com)  
**VENTURA COUNTY CRISIS TEAM:** 1-866-998-2243  
**OXNARD POLICE DEPARTMENT NON-EMERGENCY LINE:** 805-385-7740

## Oxnard School District Lockdown Protocol Chart

### **PRIORITY 1 – IMMEDIATE THREAT OR DANGER**

1. Initiate lockdown with schoolwide announcement ***“This is a priority one lockdown. Secure all doors immediately.”***
2. Direct students indoors to closest secure area.
3. Lock and secure doors.
4. Cover windows.
5. Turn off lights.
6. Mute all cell phones and remain quiet.
7. Wait for additional instructions.
8. Construct barriers (furniture, desks, etc).
9. Stay as far from windows as possible.
10. Instruct students to lie down and take cover behind the barriers.
11. Plan for personal care (restroom) within the classroom.
12. Calm and reassure students.
13. Take attendance.
14. Do not open the classroom doors unless directed by law enforcement.
15. Remember **“RUN, HIDE, FIGHT”** for active shooter situations.

### **PRIORITY 2 – NO IMMEDIATE THREAT OR DANGER**

1. Initiate lockdown with schoolwide announcement ***“This is a priority two lockdown. Secure all doors.”***
2. Direct students indoors to their classroom or closest secure area.
3. Lock and secure doors.
4. Cover windows.
5. Wait for additional instructions.
6. Plan for personal care (restroom) within the classroom.\*
7. Calm and reassure students.
8. Take attendance.
9. Do not open the classroom doors unless directed by law enforcement.

*\*Students may leave the classroom to use the restroom only with escort from law enforcement or administrator.*

**Classroom instruction may continue during a priority two lockdown, but staff should remain vigilant in case the event becomes a priority one lockdown.**

### **ENDING A LOCKDOWN**

1. A lockdown DRILL or a PRIORITY TWO lockdown may be ended by an announcement from site administrator of **“All CLEAR”**.
2. A PRIORITY ONE lockdown may be ended only by law enforcement or administrator opening the door and clearing the area.