

**Campus Wide Lockdown – Shelter In Place Exercise**  
**November 9, 2016**  
**Itinerary**

10:00 a.m. & 7:00 p.m.

**IP Phone Emergency Broadcast 1– Chief Trevis, Incident Commander**

“Attention, this is an El Camino College Emergency Broadcast from the Incident Commander at the Emergency Operations Center. This is a Lockdown – Shelter In Place **Drill**. I repeat, this is a Lockdown – Shelter In Place **Drill**.

Lock all doors immediately by any means available. If you are not able to do so, use any available furniture or equipment to block door entrances. Turn off all lights and cover windows if possible. Silence cell phones and take cover out of view. Shelter In Place until you receive further notice from law enforcement or other emergency personnel.”

10:03 a.m & 7:03 p.m.

**IP Phone Emergency Broadcast 2 – Chief Trevis**

“Attention, this is an El Camino College Emergency Broadcast from the Incident Commander at the Emergency Operations Center. This is a Lockdown – Shelter In Place **Drill**. I repeat, this is a Lockdown – Shelter In Place **Drill**.

Building Captains are to retrieve the emergency radio, and direct your emergency building teams to take charge of your buildings. Secure all buildings and direct people in hallways to seek shelter in the nearest safe classroom, office, or other room.

Shelter in Place, remain silent, and stay where you are until you receive notification and/or direction from law enforcement or the El Camino College Emergency Response personnel.”

10:04 a.m. and 7:04 p.m. - Building Captains and Floor Leaders will direct that buildings be secured and all doors are locked immediately. People in hallways will be directed to seek shelter in the nearest safe classroom, office, or other room.

10:15 a.m. and 7:15 p.m. End of Exercise Announcement

El Camino Community College District  
CAMPUS WIDE  
LOCKDOWN – SHELTER IN PLACE EXERCISE  
Wednesday, November 9, 2016  
10:00 a.m. and 7:00 p.m.

Instructions for Staff and Faculty

At 10:00 a.m. and 7:00 p.m., you will hear an ECC Emergency Broadcast on campus telephones that will alert you to a Lockdown – Shelter in Place Drill. Do the following:

1. Lock all doors immediately by any available means. If you are not able to do so, use any available furniture or equipment to block door entrances.
2. Assure that all lights are turned off, cover windows if possible, direct that cellphones are silenced, and that occupants take cover out of view.
3. Shelter in Place until you receive further notice from law enforcement or other emergency personnel.
4. Remain in Lockdown until given notice from the Incident Commander that the exercise has ended.

**Important Note: You do not have to physically block doors with furniture or equipment, rather, and for the purpose of this exercise, individual room leaders (faculty or staff) should discuss and evaluate the room with all occupants and determine what furniture and equipment should be used in a real emergency.** Each room leader should also discuss routes of exit and location of fire extinguishers.

10:15 a.m. and 7:15 p.m. End of Drill – Thank you for your participation in this important exercise. By participating, you will help us to get ready for any incident that will require a building or campus lockdown.

EL CAMINO COMMUNITY COLLEGE DISTRICT  
**EMERGENCY PROCEDURE – LOCKDOWN AND  
SHELTER-IN-PLACE**

**Room Lockdown Response**

- A Room Lockdown Response is used when it may be more dangerous to evacuate the building than to stay in the assigned rooms or offices. Examples: Violent or potentially violent incident by an angry or deranged person, uncontrollable acts of aggression, a person or persons threatening with a gun or other deadly weapon, robbery in progress, etc.

**Room Lockdown Procedure**

- Remain calm and stay with your students, visitors, employees or associate workers.
- Lock room doors, windows and close shades immediately.
- Notify Campus Police of the situation as soon as possible without endangering yourself.
- Notify Campus Police of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence and your name. Provide as much information as possible. **If safe to do so, stay on the line and at the location of the call until the police arrive or until the emergency dispatcher terminates the communication.**
- Keep persons quiet and away from doors and windows.
- If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
- Block doors with furniture or heavy object if possible.
- Maintain a calming influence over your group. Reassure students, visitors and employees that everything possible is being done to return the situation to a normal condition.
- Contact Campus Police as soon as possible of any medical emergencies.
- Conduct a count of all persons and report any missing person to Campus Police.
- Remain in the secure room until released by the Incident Commander, Campus Police or the Building Captain.
- If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not a straight line.

## **Building or Campus Lockdown Response**

- The decision to initiate a building or campus wide Lockdown rests with the Incident Commander, Campus Police, or Building Captain.
- A Lockdown consists of moving all students, visitors, employees and others into the building, securing all entrances, and denying access to any unauthorized persons. (Note: this response is different from a building evacuation)
- Always begin the Lockdown procedure immediately following notification to do so.
- Cancel all outdoor activities until approved otherwise by the Incident Commander.
- No person should leave a building under a Lockdown order.
- The Building or campus Lockdown is to remain in effect until cancelled by the Incident Commander.
- Ensure all instructions issued by the Incident Commander, Campus Police, or Building Captains are followed immediately.

## **Shelter-In-Place**

In certain situations, (e.g., the presence of chemical, biological, or radiological contaminants; acts of terrorism or other violence; extreme weather; and some earthquake scenarios) it may be best advised to Shelter – in-Place, rather than evacuating.

How to Shelter-in-Place:

- Stay calm and remain quiet.
- Do not activate fire alarms, unless there is a fire.
- Individuals in outdoor areas or hallways should seek shelter in the nearest safe classroom, office, or other room.
- Close and lock all doors and windows and close window blinds, shades, and curtains.
- If explosions or gunshots are heard, get down on the floor and stay low—away from doors and windows.
- Shelter-in-Place until given an all-clear announcement by the Incident Commander, Campus Police, or Building Captains.

## **EMERGENCY PHONE NUMBERS**

Campus Police – 911, Emergency Dispatcher – (310) 660-3100 ext. 3100