

Emergency Lockdown Preparedness Drill

On February 15, 2023, Palomar Community College District will be conducting an Emergency Lockdown Preparedness Drill at all locations, including all Early Childhood Education Lab Schools. This important drill will be announced over the emergency notification system which delivers alerts via text, email, desk telephones, and loudspeakers. The drill is expected to last no more than 10 minutes, and minimal disruption to classes and work areas is anticipated. All employees and students are expected to participate in this drill.

A lockdown drill can happen for multiple reasons: a hazardous materials situation in the surrounding neighborhood, a gas leak on campus or an active shooter. Here are the steps to take:

IN AN EMERGENCY

LOCKDOWN = LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door



INSTRUCTOR

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance

- Close and lock all doors and windows immediately. If you can't lock a door, attempt to quickly block it with heavy items, like a bookcase or chairs.
- Turn off all lights and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students quiet and out of sight of the doorway inside the classroom.
- Silence televisions, cell phones and other electronics.
- If any students remain in the hallways, bring them into the classroom, even if they aren't one of your students.
- Assist those with special needs.
- Never open doors or windows unless ordered to do so by a safety or school official.

Everyone should remain indoors and under lockdown until it's "all clear." An announcement will be made once the lockdown is done.

What should students do during a lockdown?

Students may become agitated or anxious during a lockdown, so it's important to try your best to remain calm.

- If a student is outside a classroom, they should immediately move towards the nearest room.
- Remain quiet, calm, and alert.
- Follow all instructions from faculty or employees.
- Only use cellular devices if it's a medical emergency or if instructed to do so.
- Wait to get the all-clear from an official announcement or police officer.

Instructions for locations with unique Lockdown Buttons

- Once the button is pressed, all the perimeter doors that are on the building access control system are locked to prevent access into the secured area.
- The button should only be used for immediate threats in your vicinity.
- The button should not be pressed every time an emergency alert is sent out, use your best judgment on when it is appropriate.
- The button should NOT be used for Medical Emergencies. For medical emergencies, call Campus Police, and/or 911.
- You can exit the secured area, but you will be unable to re-enter (the doors will be locked) until the lock is reset.

To watch an example video of how to conduct a lockdown: <https://www.youtube.com/watch?v=vcQeudtILQk>

For information regarding Active Shooter training, please visit [Active Shooter – Palomar College Police Department](#)