

Campus Safety Guide & Plan
2026-2027

LOCK DOWN VS. LOCK-OUT PROTOCOLS

Campus Safety Guide

	Lock **Down**	Lock-**Out**
What is it?	Procedure used when there's an intruder or criminal activity **on** campus	Procedure used when there's a threat or criminal activity occurring in the immediate area **outside** of the school
How will staff and students be notified?	An administrator will make an announcement repeatedly over the intercom – "This is a **LOCKDOWN**. All staff and students immediately proceed to the nearest classroom or building."	An administrator will make an announcement repeatedly over the intercom – "This is a **LOCK-OUT**. All staff and students immediately proceed to the nearest classroom or building."
Teacher steps to take	• Open classroom doors and take a quick look outside to gather students into your classroom • Remain calm, lock all doors, close window blinds, turn off lights, and remain out of sight – on the floor against the walls that cannot be seen from the door or windows • Silence all cell phones • If there is an intruder on campus, barricade the door(s). **(Please do NOT do this for drills)* • Remain in Lock Down status until an announcement is made (reminder – the status could be lowered to Lock Out or escalated to Intruder on campus – adjust accordingly)	• Open classroom doors and take a quick look outside to gather students into your classroom • Remain calm and lock all doors • Classroom activities can resume as normal • Based on updates from local law enforcement, administration will notify teachers of the extent outside activities are allowed (i.e., restroom breaks); otherwise use lockdown buckets • Wait for an announcement for "All Clear"
Communication	• Administration will be communicating with teachers via Parent Square app, email and Public Announcement loudspeaker system • The district office will send out a dialer to families	
In an emergency during school hours, call ext. 3370 The number rings simultaneously to all administrators, deans, and office support staff		

Emergency Lock-Down Protocol

Campus Safety Guide

An ***Emergency Lock Down*** is issued when an unauthorized or aggravated person is on campus. An Emergency Lock down secures staff and students by limiting access to the school classrooms, offices, and other buildings. As part of this procedure, everyone must remain inside until the situation has been declared safe and given the "All Clear" signal by authorized persons (e.g., the Principal, site administrator or a law enforcement office).

Discovering/Reporting Party

1. Notify the principal or principal designee of the situation. If you are unable to reach the principal and there is a threat of danger, please call 9-1-1.
2. A school official and/or the DUSD police department will direct the school to enter an EMERGENCY LOCK DOWN.

Teachers/Staff

When informed of an Emergency Lock Down, initiative the following procedures and await further instructions:

1. Open classroom doors and do a quick peek outside to gather any outside students into your classroom.
2. Remain calm, lock all doors, close window blinds, turn off lights, and remain out of sight.
3. Silence all cell phones and if necessary turn off all computer monitors.
4. During Lock Down, communicate any suspicious activities or noises to the office if safe to do so.
5. Take roll and report attendance to the Incident Commander or Staff/Student Accounting Team Leader.
6. Remain in Lock Down status until further instructions or an announcement is made. One type of announcement could allow you to continue classroom activities while the school is on Lock Out status. Be aware that the Lock Down status may escalate to an **Active Shooter on Campus** status.
7. If the intruder enters your classroom or area, do not provoke the intruder. Remain calm and attempt to defuse/de-escalate any aggressive behavior by the intruder.

Principal or Principal Designee

1. Assess the situation to determine the status level of threat.
2. Call 9-1-1 if there is an indication of danger to students or staff.
3. Activate the Incident Command System. You are the Incident Commander.
4. Notify teachers and staff if there is a need for a *LOCK DOWN*
5. Notify the appropriate district office administrator (Senior Director, Assistant Superintendents, and/or Superintendent) either by phone, email, and/or district radio.
6. Keep telephone lines open for emergency-related use.
7. Keep your cell phone and radio nearby. Depending on the circumstances, you may have to silence your devices for safety reasons.

District Office

1. District Office personnel will send out a notice to the parents and other school sites as appropriate. Messages and updates will be sent via our notification system.
2. District office administrators or designated staff will respond to the specific school site to assist with coordinating and assisting the school site principal and/or police.
3. When other emergency response agencies arrive, a **UNIFIED COMMAND** is formed, and you will be part of the Unified Command as the Incident Commander of the school site.
4. Any media will be referred to the district's Public Relations Coordinator.

Emergency Lock-Out Protocol

Campus Safety Guide

An ***Emergency Lock Out*** is a procedure that prevents unauthorized persons from entering the school premises and is commonly used when there is a general unspecified threat or nearby criminal activity that may impact the safety of our campus. An Emergency Lock Out may be ordered by either the school site or by notification of a local law enforcement agency. During a campus "Lockout" all staff and students must remain inside of a secured building until the situation has been declared safe. Staff and students should *continue in-class activities as normal*, however, outdoor activities are to be restricted. Once the situation has been addressed, the Principal or their designee will issue an "All Clear" via the Warren Emergency Remind messaging platform, email and Public Announcement loudspeaker system.

Teachers and Staff

1. Staff and students are to remain in the classroom. If outside, students should return to their classrooms immediately.
2. Based on updates from local law enforcement agencies, you may be authorized by the Principal to leave the classroom. The Principal will inform you to the extent of outside activities allowed (i.e. restroom breaks).
3. If a staff or student needs to use the restroom, notify the front office. Students should always be accompanied by an adult.
4. You will be notified by the Principal when you can resume all normal school activities.

Principal or Designee

1. You will be notified by either local law enforcement or the district office to go into an Emergency Lock-Out status.
2. You will notify your staff via the PA system that your school is now in an Emergency Lock-Out status.
3. Direct security and administrators to secure all exterior gates and doors (i.e. Main Office).
4. Keeping ongoing communications with the local law enforcement agency and the district office will allow you to determine the extent of outside activity for your students and staff.
5. Notify both the Superintendent and/or Assistant Superintendents of Educational Services either by phone, email, or District radio to report your current status.
6. Keep telephone lines open for emergency-related use.

District Office

1. Either the Superintendent , the District's Assistant Superintendents of Educational Services or school site will send out a notice to the parents on its phone notification system of the follow:
    a) The need to release students immediately or if there will be a delay in dismissing students.
    b) If it will be necessary for parents to pick up their children at a different time or location.
    c) There was an Emergency Lock-Out, and the steps taken to secure students.

Emergency Lock-Out - Action Plan

Campus Safety Guide

1. **Bell Sequence: Rosie Abrego** will signal the Emergency Bell Sequence of ringing three consecutive bells.
2. **Loudspeaker Announcement: Dr. Cari White** or designee will utilize the Public Announcement System to make the announcement for a Lock-Out:
    a. **English Version:** "THIS IS A LOCK**OUT**. GET INSIDE THE NEAREST ROOM AND LOCK THE DOOR."
    b. **Spanish Version**: "ESTO ES UN CONFINAMIENTO. ENTRE AL CUARTO MAS CERCANO Y CIERRE LA PUERTA CON LLAVE."
3. **Locking of Exterior Gates:** Campus Security Assistants will secure all campus gates.
    a. Mobile Sierra 1 (Jonathan Cuevas) - Secure Paramount and De Palma Gates
    b. Mobile Sierra 6 (David Barrera) - Secure Gurley and Mantee Gates
4. **Locking of Exterior Doors:** Receptionist or Office Manager will secure exterior doors to the Administration building using hex key.
5. **Ushering Students into Classrooms:** Campus Security Assistants will begin securing classroom doors by asking teachers to close their doors and shelter in place.
    a. **English Version:** "This is a lockout. Please get your students inside as quickly as possible. Doors will be locked.
    b. **Spanish Version:** "Esto es un confinamiento. Entre al cuarto mas cercano y cierre la puerta con llave."
6. **Ensuring Classroom Doors are Locked:** Administrators, Deans, and Campus Security Assistants will sweep campus ensuring that all classroom doors are locked.

TEAM	MEMBERS	SWEEP PATTERNS
1	Cari White & Gladys Velazquez	**Admin** Building and **S** Classes
2	Gerardo Flores & Andrew Gonzales	**V, U, T, & B** Classes
3	Alberto Oros & Sierra 5 (Sam Gonzales)	**A** Building & **Science** Buildings
4	Jenny Mojarro & Deanna Mack	**C, D, F, G, & H** Classes
5	Christopher Membribes & Sierra 1 (Jonathan Cuevas)	**R, Q, P & O** Classes
6	Mobile DPD Unit - Warren 1 - (Michelle Garcia)	**Library, Cafeteria & L** Building
7	Mobile Sierra 6 (David Barrera) & Sierra 7 (Justin Binkley)	**E1-13** Buildings
8	Mobile Sierra 4 (Yvette Bravo) & Sierra 8 (Fernando Viramontes)	**K, J, X & E14-17** Classes
9	Sierra 2 (Mari Torres) and Sierra 3 (Quint Bromley)	**Gym, Locker Rooms, Stadium**

7. **Communication:** Once each team has completed their sweep. Communicate using the walkie-talkie radio the need for assistance or CODE 4.
    a. If need of assistance: Say "Team __ needs assistance in __ building/"
    b. If ALL CLEAR: Say "Team __ CODE 4"

8. **Respond to Communication**
    a. Control 3 **(Nieves Garibay)** Listens in on Warren Radio Channel for each team response and documents below:

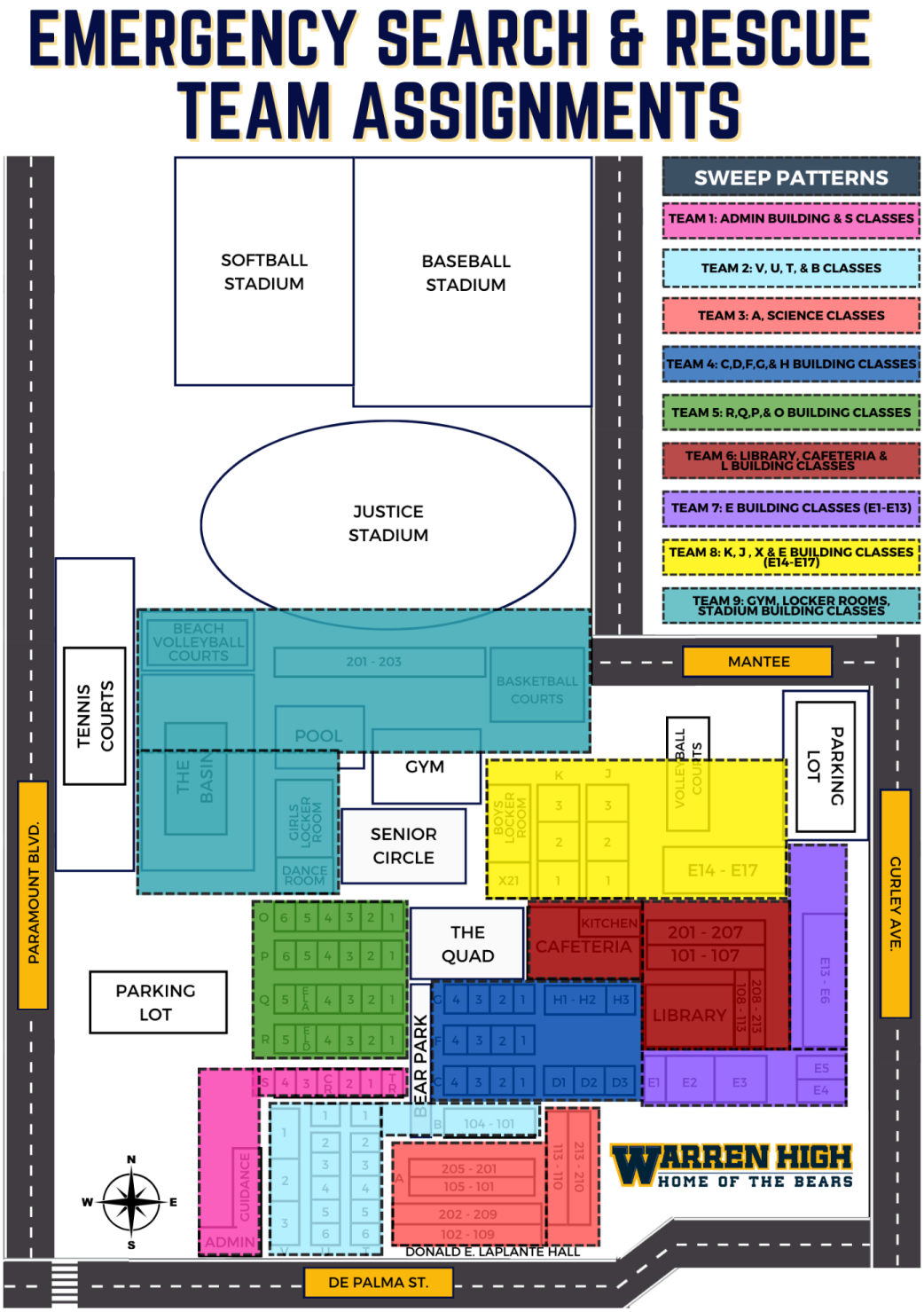
TEAM	STATUS (ALL CLEAR OR ASSISTANCE NEEDED) ?
1	
2	
3	
4	
5	
6	
7	
8	
9	

    b. Once all teams have reported a CODE 4 signal, Control 3 (**Nieves Garibay)** will communicate on the walkie-talkie the following message to Principal Dr. White
        i. Say: "Campus is now secure. All teams and all zones are CODE 4."

9. **School-Wide Communication:** Once campus has been secured, Principal Dr. White will make an announcement on the Public Announcement system
    a. Say: "Campus is now secure. Remain in your classrooms until the end of the Lock-Out"
    b. Once the threat is over, Principal Dr. White will make another announcement on the Public Announcement system:
        i. Say: "Attention - We are ALL CLEAR. Campus activities may resume as normal."

Emergency Search and Rescue - Assignments

Campus Safety Guide



Warren High School prepares students to be college and career ready by promoting critical thinking, communication, collaboration, creativity, character, and physical well-being.

EMERGENCY PROTOCOLS AT-A-GLANCE

Campus Safety Guide



GENERAL EMERGENCY

COMMUNICATE AND STAY CALM

Every classroom is equipped with an red Emergency Button. Pressing this button will automatically alert all WHS administrators, and DUSD student safety administrators via email and text message.

Additionally, a teacher may dial 3370 on their classroom phone to notify administrators that an emergency is in progress. Dialing this number results in every administrator's phone ringing and increases the likelihood of an expedited emergency response.

Every classroom has the poster pictured here in case a student, assistant, or substitute needs this emergency plan information.



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GENERAL EMERGENCY

COMMUNICATE AND STAY CALM

Every classroom teacher is provided with an instructional microphone with a designated emergency button. Pressing this button will automatically alert all WHS administrators, and DUSD student safety administrators via email and text message.

If you do not have an instructional microphone in your classroom, please note this in the end of presentation survey. We will order and provide you with this safety tool as quickly as possible.



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EARTHQUAKE

WHAT HAPPENS IN THE EVENT OF AN EARTHQUAKE?

During an earthquake, students and staff will drop, cover, and hold on until the shaking stops. Once the shaking has stopped, teachers will check for injured students in their classroom, and evacuate everyone to the reconvening point at Justice Stadium. Each teacher has a designated area on the field for their students, and all students are to be accounted for. Teams of school staff members conduct search and rescue, emergency first aid, and other disaster operations following an earthquake.

WHAT DO I NEED TO DO IN THE EVENT OF AN EARTHQUAKE?

1. **DROP** WHERE YOU ARE, ONTO YOUR HANDS AND KNEES.
2. **COVER** YOUR HEAD AND NECK WITH ONE ARM AND HAND.
3. **HOLD ON** UNTIL THE SHAKING STOPS..
4. **EVACUATE** USING THE DESIGNATED PATHWAY TO THE RECONVENING POINT IN THE STADIUM.





FIRE

WHAT HAPPENS IN THE EVENT OF A FIRE?

In the event of an on-campus fire, the Principal or their designee will ring a specific set of class bell sounds on the Public Announcement loud speaker system. These short rings of the class bells will signal that students and staff must evacuate the building in direction of the stadium. The stadium will serve as our reconvening point for students and staff.

WHAT DO I NEED TO DO IN THE EVENT OF A FIRE?

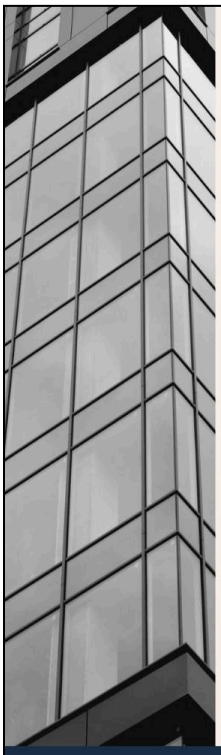
1. **EXIT** THE BUILDING WITH YOUR STUDENTS WALKING IN A SINGLE FILE LINE.
2. **WALK RAPIDLY**, BUT DO NOT RUN OR SHOVE.
3. FOLLOW THE **DESIGNATED PATHWAY** TO THE RECONVENING POINT IN THE STADIUM.
4. **WAIT** AND DO NOT RETURN TO THE BUILDINGS UNTIL THE RECALL SIGNAL IS RANG.



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LOCK-OUT

WHAT IS A LOCKOUT?

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WHAT TYPES OF SITUATIONS INITIATE A LOCKOUT?

A variety of situations may initiate a lockdown order including, but not limited to:



CAR CRASHES



POLICE ACTIVITY



TRESPASSERS



DANGEROUS OBJECTS



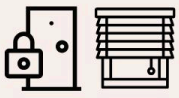
LOCK DOWN

WHAT IS A LOCKDOWN?

A “Lock Down” order is issued when an unauthorized or aggravated person is on campus, or there is nearby criminal activity that may impact the safety of our campus. During a campus “Lock Down” all staff and students must remain inside of a secured building until the situation has been declared safe. Staff and students should remain calm while locking all doors, closing all window blinds and remaining as quiet as possible. Once the situation has been addressed, the Principal or their designee will issue an “All Clear” via the Warren Emergency Parent Square messaging platform, email and Public Announcement loudspeaker system.

WHAT TO DO DURING A LOCKDOWN:

Remain calm during a lockdown and ensure that all doors are locked, window blinds closed, and cell phones are silenced. Be sure to stay quiet and out of sight. Take attendance and report any missing/unaccounted for students on the WHS Emergency Parent Square messaging platform.



LOCK ALL DOORS



SILENCE PHONES



TURN OFF LIGHTS



TAKE ATTENDANCE

COMMUNICATE

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