

ADMINISTRATIVE CIRCULAR NO. 24
School Police Services

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 11, 2017

To: Directors, Managers, Principals, Division and Department Heads

Subject: Lockdowns

Department and/or Persons Concerned: Principals, Division and Department Heads and Directors

Due Date: Twice per School Year, via Emergency Procedure 09 Attachment 2

Reference: Education Code 32280; Emergency Procedure 09

Action Requested: Conduct mandated lockdown drills, inform staff on updated procedure and expectations during drills and actual activation

Brief Explanation:

The San Diego Unified School District Police Department continuously evaluates strategies to ensure the safety and security of our students, staff and visitors. Recent incidents around our country continue to emphasize the importance of promoting a culture of emergency preparedness for all hazards and threats.

All school sites and facilities are required to conduct lockdown drills twice per school year as part of mandated emergency preparedness. Emergency Procedure 09, Attachment 2 must be submitted to School Police Services upon completion of each drill. (In the following protocols, the facility director, manager, school principal or designee will be referred to as "Site Administrator.")

All visitors, including district employees servicing school sites or any district owned facility, are expected to collaborate and follow directions given by the site administrator or any public safety agency when an emergency procedure is activated. This includes any lockdown or emergency drill conducted by the school site or facility to ensure safety, consistency, and familiarization with district emergency procedures during an actual emergency.

Emergency Procedure 09, Lockdowns, is posted on the Employee Portal of the district website and requires staff login (<https://www.sandi.net/intranet/procedures/emergency->

[procedures](#)). It provides general direction and actions to be taken before, during, and after a lockdown. Having a standardized system for conducting and responding to lockdowns enables all schools and support facilities to respond to incidents in a uniform manner. All San Diego Unified School District employees and students must be familiar with standard emergency notifications and procedures to follow. The district is committed to ensuring all district facilities continue adopting and implementing the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) recommendations, coupled with lessons learned and best practices to ensure safety and security at all times.

Further questions should be directed to the Fernando Meza, Safe Schools Program Analyst, **School Police Services**, at jfmeza@sandi.net.

A handwritten signature in blue ink, appearing to read "M. Marquez", with a long horizontal line extending to the right.

Mike Marquez
Chief of Police