

Lockdown: Notification Procedures



- ❑ Obtain authorization from LEAD to activate the Emergency Communications message created by the Public Outreach & Communications Office and request that it be sent to all parents/caregivers or in written form indicating the following:
 - The exact nature of the emergency
 - Area impacted
 - Who and what is affected
 - How long the area will be impacted (determined from consultation with SFPD)
 - Projected time for resolution
 - Safe staging location for parents/caregivers
 - When will lockdown be modified to allow movement on campus?
 - Inside secured buildings
 - Bathroom trips with supervision
 - Food delivery or pick up in cafeteria by class
 - Free movement inside the fence line

- ❑ Communicate with the LEAD staff and request support for:
 - Additional resources from LEAD staff and Central Offices
 - Crisis Response Team
 - Public Outreach & Communications Office
 - Office of Environmental Health & Safety
 - Transportation to move students, if necessary
 - Sending additional Communication messages to parents
 - District personnel to meet with parents at safe staging area to relay information
 - Request and Reunification process (see SFUSD School Site Emergency Plan Appendix D)

- ❑ Activation of an all clear notice when advised by the SFPD that the site is safe

- ❑ In the event that a lockdown is lifted prior to auto dialer authorization, LEAD may direct an auto dialer as a courtesy to parents, after the incident.