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**TO:** LACCD Staff  
**FROM:** William Ramirez, Safety and Emergency Services Manager  
**DATE:** February 10, 2020  
**SUBJECT:** LACCD Emergency Response Training and Exercises Spring 2020

As the spring 2020 semester begins, it is important for all of us to remain keenly aware that our colleges, faculty, students and staff can become the targets of an Active Shooter event, similar to what recently occurred at a neighboring community, Saugus High School.

In support of the Board of Trustees resolution approved in October 2019, that campus Safety and Emergency Preparedness is a priority, the District plans to continue our Active Shooter trainings, Active Shooter Awareness for classrooms and building-specific lockdown Active Shooter lockdown drills at each college. These drills will be conducted during regularly scheduled classroom hours and all LACCD employees are required to participate if your classroom/work location is identified as being part of the drill. The following summary gives you a better idea of what to expect.

- **Active Shooter**—Personnel from the Los Angeles County Sheriff’s Department (LASD) will explain procedures that students, faculty and staff should follow if an Active Shooter event occurs. The 60-minute training will cover the new classroom door locks and discuss the various initiatives the District is implementing to keep our colleges safe and secure.
- **Active Shooter Awareness**—a 15-minute training specifically for classroom situations will be presented by the LASD at the request of faculty for their students. Students will learn about what the District and colleges are doing to prevent and respond to an Active Shooter; what to do if a shooting occurs; basic “See Something, Say Something” reminders and be encouraged to participate in the recurring Active Shooter trainings conducted on campus.
- **Building Specific Active Shooter Lockdown Drills**—Regular monthly drills will occur inside different buildings at each college where all occupants will be told to go into “lockdown” mode. LASD personnel will verify the lockdowns are performed correctly before giving the “all clear” for classes to resume. Lockdowns will last about 90 seconds to no more than 10 minutes for large buildings. Your LASD team leader will coordinate with the VPA to identify specific buildings and times the drills will be conducted.
- **Active Shooter Table-Top Exercise** – The office of Safety and Emergency Services along with the LASD will work with the President’s office at each college to conduct a discussion-based exercise in response to an Active Shooter event. The exercise should last approximately 90 minutes.

All of these trainings are designed to increase awareness and confidence of faculty, students and staff regarding emergency procedures should an Active Shooter event occur.

Attached is a list of trainings and drills that are now scheduled for your colleges.

**EMERGENCY PREPAREDNESS TRAINING/EXERCISES**

<b>Date</b>	<b>Campus</b>	<b>Activity</b>
February 26, 2020	LASC	Building specific lockdown Drill
February 26, 2020	LATTC	Building specific lockdown Drill
February 27, 2020	LAVC	Active Shooter Training PM
March 4, 2020	WEST	Building specific lockdown Drill
March 4, 2020	LAHC	Building specific lockdown Drill
March 5, 2020	LAMC	Active Shooter Training PM
March 11, 2020	LAMC	Building specific lockdown Drill
March	TBD	Active Shooter Table Top Exercise
March 11, 2020	LAPC	Building specific lockdown Drill
March 11, 2020	LAVC	Building specific lockdown Drill
March 18, 2020	LACC	Building specific lockdown Drill
March 18, 2020	ELAC	Building specific lockdown Drill
March 19, 2020	LAPC	Active Shooter Training PM
March 25, 2020	LASC	Building specific lockdown Drill
March 25, 2020	LATTC	Building specific lockdown Drill
March	TBD	Active Shooter Table Top Exercise
April 1, 2020	WEST	Building specific lockdown Drill
April 1, 2020	LAHC	Building specific lockdown Drill
April 2, 2020	WEST	Active Shooter Training PM
April	TBD	Active Shooter Table Top Exercise
April 15, 2020	WEST	Building specific lockdown Drill
April 15, 2020	LAHC	Building specific lockdown Drill
April 16, 2020	LASC	Active Shooter Training PM
April	TBD	Active Shooter Table Top Exercise
April 22, 2020	LAMC	Building specific lockdown Drill
April 22, 2020	LAVC	Building specific lockdown Drill
April 22, 2020	LAPC	Building specific lockdown Drill
April 29, 2020	LACC	Building specific lockdown Drill
April 29, 2020	ELAC	Building specific lockdown Drill
April 30, 2020	LAHC	Active Shooter Training PM
April	TBD	Active Shooter Table Top Exercise
May 6, 2020	LASC	Building specific lockdown Drill
May 6, 2020	LATTC	Building specific lockdown Drill
May 7, 2020	LACC	Active Shooter Training PM
May	TBD	Active Shooter Table Top Exercise
May 13, 2020	WEST	Building specific lockdown Drill
May	TBD	Active Shooter Table Top Exercise
May 13, 2020	LAHC	Building specific lockdown Drill
May 20, 2020	LAMC	Building specific lockdown Drill
May 20, 2020	LAPC	Building specific lockdown Drill
May 20, 2020	LAVC	Building specific lockdown Drill
May 21, 2020	LATTC	Active Shooter Training PM
May	TBD	Active Shooter Table Top Exercise



Safety and  
Emergency Services

# Be Prepared for an Active Shooter Incident

## Active Shooter Awareness Training Available

The safety of all faculty, students, staff and visitors is a top priority for the Los Angeles Community College District (LACCD), the Board of Trustees, Chancellor Francisco C. Rodriguez, Ph.D., the College Presidents and the Los Angeles County Sheriff's Department (LASD). LACCD and the LASD now offer a brief, "ACTIVE SHOOTER AWARENESS TRAINING" taught in the classrooms at all nine colleges. The training is a quick, 10–15 minute discussion on what to do during an Active Shooter incident.

The Training will provide information about:

"Run-Hide-Fight"  
and what  
it means

Updates on  
classroom door  
locks & the  
"public safety app"

"See Something,  
Say Something"  
tips and  
best practices

Other Resources &  
Training  
Opportunities

To schedule a training for your classroom, contact:

**William Ramirez**  
**LACCD Safety and Emergency Services Manager**  
[ramirew@laccd.edu](mailto:ramirew@laccd.edu)

Just tell us your college, plus days and times of your class and we'll contact you ASAP!

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LACCD encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation, or have questions about the physical access provided, please contact William Ramirez at (213) 891-2071 or [ramirew@laccd.edu](mailto:ramirew@laccd.edu) as soon as possible, but no later than seven (7) business days prior to the event.