






Reminders	Scenario	Instructions & Explanations	
<p>➔ Read the <b>Purpose</b> section on reverse side</p> <p>⚠ Safety Warning see <b>Hazards</b> table on reverse side</p> <p>✓ <b>Pre-Checks</b> See reverse side</p> <p>✓ <b>Post-Checks</b> See reverse side</p> <p>i<sub>1-5</sub> See <b>Special Notes</b> table on reverse side</p> <p>□<sub>1-4</sub> Picture/info on right</p> <p>#<sub>1-2</sub> Picture/info on reverse side</p> <p>👤 Additional <b>Persons</b> required, see reverse side</p> <p>✂ See <b>Tools &amp; Materials</b> table on reverse side</p>	<p>1 Instructors (in-class) ➔ 👤 ✓ ✂ □<sub>1</sub> □<sub>2</sub> □<sub>3</sub> #<sub>1</sub> ✓</p> <p>2 Office Staff ✓ 👤 ✂ □<sub>2</sub> □<sub>3</sub> ✓</p> <p>3 Administration ✓ 👤 ✓</p> <p>4 Active Shooter during class break or lunch</p>	<p>1.1 Lock exterior doors and turn off all lights. 1.2 Quietly take attendance, account for any missing or extra students in your classroom. 1.3 Care for any injured person(s) 1.4 NO person is allowed to enter or leave the building unless otherwise directed by law enforcement or Administration.</p> <p>2.1 Lock exterior doors and turn off all lights. 2.2 Quietly take attendance, account for any missing or extra students in your classroom. 2.3 NO person is allowed to enter or leave the building unless otherwise directed by law enforcement or Administration.</p> <p>IF POSSIBLE: Place a large sign in the front entrance window that reads: “THIS SCHOOL IS UNDER LOCKDOWN. NO PERSON MAY ENTER OR LEAVE. PLEASE MOVE AWAY FROM THIS SCHOOL BUILDING. PLEASE CONTACT <i>(District Communications)</i> FOR FURTHER INFORMATION.”</p> <p>3.1 The Principal/School Administrator must contact District Communications for assistance in providing updates to the community through School Messenger. 3.2 The Principal/School Administrator should release from Lockout in an orderly manner after consultation with District Security and Emergency Management.</p> <p>4.1 If possible, quickly enter the nearest classroom and barricade yourself and any others in. 4.2 Care for any injured person(s). 4.3 If unable to enter classroom, take a group of students and run for the nearest exit off campus. Go to pre-assigned off-campus muster area and take roll of whom you are with. 4.4 Contact law enforcement and administration to give them this information.</p>	<p>□<sub>1</sub> 1.4 Lock doors</p>  <p>□<sub>2</sub> Turn off lights</p>  <p>□<sub>3</sub> Barricade Doors</p> 



# LOCKDOWN/ACTIVE SHOOTER

**→ Purpose**

To equip our classrooms and office with a guideline tool to use in the event of an active shooting or violent crime event on school campus.

**People** (required or to be notified)

- Corcoran Police
- School Principal
- School Vice Principal (where applicable)
- CUSD Superintendent (to be contacted by administration)
- Parent or Guardian (to be contacted by administration)
- School Site Nurse

**✓ Pre-Checks** (before starting this procedure)

- Secure the scene. Ensure scene is safe for you to enter

**✂ Tools & Materials**

Quantity & Description	Step(s)
<input type="checkbox"/> Roll Sheet	Scenario 1&2

**i Special Notes**

**i** If taken hostage remain calm and do as you are told by the intruder(s). Do not attempt to flee or run unless instructed by law enforcement

**#1 CUSD Contact List**

**Bret Harte:**  
 Office – (559) 992-8881  
 Principal – Elizabeth Mendoza (ext. – 2222)

**John C. Fremont:**  
 Office – (559) 992-8883  
 Principal – Ed Ochoa (ext. – 3223)

**Mark Twain:**  
 Office – (559) 992-8882  
 Principal – Mike Anderson (ext. – 4223)

**John Muir:**  
 Office – (559) 992-8886  
 Principal – Dave Whitmore (ext. – 5106)

**Corcoran High School**  
 Office – (559) 992-8884  
 Principal – Antonia Stone (ext. – 6205)

**Kings Lake**  
 Office – (559) 992-8885  
 Principal – Keith Airheart (ext. – 7012)

**District Office:** (559) 992-8888

**#2 Off Campus Muster Areas**

Bret Harte:  
 John C. Fremont:  
 Mark Twain:  
 John Muir:  
 Corcoran High School:  
 Kings Lake:

**✓ Post-Checks** (after finishing this procedure)

- Do not unlock doors or turn on any lights or remove barricades unless instructed by law enforcement or administration.
- Prepare a report detailing the time line of events leading up to and including the incident. Also document post incident efforts and suggested preventative measures to avoid future incidents.

**Reference Documents/ Sources**

California Health & Safety Code; 1799.102 (Good Samaritan Law)  
 California Education Code; Section 32280-32289 (Comprehensive Safety Plan)  
 American Red Cross (“3-C’s” – Check, Call, Care)