

AFTER ACTION REPORT

LOCK DOWN DRILL

FEBRUARY 13, 2007

LA COSTA CANYON HIGH SCHOOL

INSERT
UTILITY
SHUT-OFF
LOCATION
MAPS
HERE

OVERVIEW

Item	Information
DATE	Tuesday, February 13, 2007
TIME	12:29 PM – Student Lunch Period
LOCATION	La Costa Canyon High School
AGENCIES	<ul style="list-style-type: none"> ▪ San Dieguito Union High School District ▪ La Costa Canyon High School ▪ Carlsbad Police ▪ Carlsbad Fire ▪ Sheriffs - Encinitas ▪ Sheriffs – Solana Beach ▪ Sheriffs – Vista ▪ San Diego County Office of Education ▪ Tri-City Hospital
MEDIA	<ul style="list-style-type: none"> ▪ KUSI ▪ KGTV ▪ KFMB ▪ Headline News - Carlsbad ▪ Union Tribune ▪ North County Times
SCE NARIO	Near the end of student lunch, two flash bangs go off and two plain clothes Carlsbad Police officers, posing as suspects, enter campus with weapons drawn and firing blanks. LCCHS goes into lock down. Police eliminate threats and secure campus. Fire administers to wounded victims. Police evacuate and clear campus.

BELL SCHEDULE

02/13/07

Period	Start	End	Minutes
2	7:45	9:00	75
Break	9:00	9:05	05
Passing	9:05	9:15	10
4	9:15	10:30	75
Passing	10:30	10:40	10
6 A	10:40	11:55	75
Lunch	11:55	12:25	30
Passing	12:25	12:30	05
6 B		2:30	

Safety Drill Time Line February 13, 2007

12:13 p.m.	Directed counselors to set up evacuation site	Already in progress
12:18 p.m.	Campus Supervisors were sent to their stations	En route
12:22 p.m.	P.E. restrooms set up	Labeta confirmed
12:23 p.m.	Evacuation area set up	Labeta confirmed
12:25 p.m.	Final preps confirmed	via radio calls
12:29 p.m.	Begin drill	Radio call, Kamon to Jucenas
12:29 p.m.	Drill began with 2 flash bangs and 5 initial gun shots (throughout drill, a total of 30 shots would be heard)	Kids run to open classrooms
12:31 p.m.	Lock down ordered	Radio call, Jucenas to Souza
12:32 p.m.	Lock down all-call over loud speaker	Souza
12:33 p.m.	Kamon to Spiegel, District Office informed?	No one answering, going to voice mail
12:34 p.m.	Kamon to Bender, all staff email sent?	Confirmed
12:36 p.m.	Casualty reported in Room 300 via email	Radio call from Souza
12:37 p.m.	Verify name of injured & report to Superintendent Lynch	Radio call, Kamon to Bender
12:37 p.m.	Diamond formation of police officers continues for search of suspect(s)	Observed from golf cart
12:38 p.m.	Call made to Campus Supervisors asking how many students in their area 1.) Tennis Courts = none 2.) Back Gate = none 3.) Gym = still counting = 17 total	Kamon radioed Meeks, Hill & Branson
12:39 p.m.	Saltsman providing "victims" with warm clothes and/or cover (in pouring rain)	Observed from golf cart

12:39 p.m.	Another casualty by the Media Center entrance doors	Radio call, Bender to Kamon
12:40 p.m.	Command Center informed of injured student	Radio contact
12:41 p.m.	Students in gym are secured in locker rooms	via radio, Branson to Kamon
12:43 p.m.	Diane Speigel going through personnel Checklist	via radio, Speigel to Kamon
12:44 p.m.	Police notify Command Center to bring in Evacuation Team	via radio
12:45 p.m.	Search and secure of campus complete; prepare for evacuation	Kamon to all on radios
12:45 p.m.	Email all staff that evacuation is in progress	Instruction from Kamon to Bender
12:45 p.m.	District has been notified of situation	Speigel to Kamon
12:46 p.m.	Evacuation site determined to be the stadium	
12:50 p.m.	Fire Dept. asking where there is a dry area for injured students on campus (overhang?)	Kamon states the lunch area
12:51 p.m.	Email all staff Injured evacuation begins	Instruction from Kamon to Bender
12:56 p.m.	Reminded Command Center to direct fire dept. to escort head custodian to check gas/electric	Kamon radioed Command Center
12:57 p.m.	Email all staff evacuation site is football field; Evacuation teams en route	Instruction from Kamon to Bender
12:57 p.m.	Pink states no one knows about the gas/electric check and custodian involvement	Radio call, Pink to Kamon
1:00 p.m.	One injured student moved	Observed from golf cart
1:01 p.m.	1300 Bldg. begins evacuation	Observed from golf cart
1:05 p.m.	3 students being attended to by F.D., 2 waiting for attention in Student Center	Observed from golf cart
1:08 p.m.	Teacher emailed concern about an injured	Radio call, Speigel to Kamon

	student (shot twice), in the 300 quad, and no attention as yet. Message to Command Center relayed	to Command Center
1:12 p.m.	Nurse requested to go to the gym to identify injured and act as a liaison with parents and a friendly face of the school for the students	Radio call, Pink to Kamon (fire dept. chief suggestion)
1:23 p.m.	Trocchio questioned, "Should Admin. evacuate?"	Kamon to Trocchio, "Yes"
1:25 p.m.	Command Center instructed to evacuate custodial office	Kamon to Command Center
1:27 p.m.	Police Command Center moved to Administration Building.	Radio call from P.D.
1:28 p.m.	How many rooms have been evacuated? (no number given)	Radio call, Kamon to Jucenas
1:30 p.m.	Email to all staff, Evacuation continues	Instruction from Kamon to Bender
1:33 p.m.	Kamon to Press Box, uses loud speaker to direct all students to line up with their teacher and classmates	
1:34 p.m.	Entire campus (except gym) evacuated to stadium	
1:35 p.m.	A critically handicapped student, in the gym, was directed to stay in the gym with the triage instead of coming to the stadium evacuation site	
1:37 p.m.	Etheridge's classroom still not evacuated	Radio call from Hart to Kamon, Kamon to Jucenas to evacuate room 331
1:38 p.m.	There was no sign made for P.E. classes; P.E. students directed to visitor-side bleachers to meet up with their teachers	Radio call, Hart to Kamon
1:45 p.m.	Kamon interviewed by North County Times (our phenomenal safety director/coordinator)	
1:49 p.m.	Students directed to go back to the class where they were evacuated from...and then return to their 6 th period classes.	Announcement from Kamon via loud speaker at stadium

TIMELINE HIGHLIGHTS

Time	Action
12:29 PM	Drill begins with 2 flash bangs and 5 initial blank rounds fired.
12:31	Lock down ordered.
12:34	First communication to lock down staff & students via email confirmed.
12:45	<ul style="list-style-type: none"> ▪ Police report search and securing of campus complete. ▪ SDUHSD District Office informed of simulated incident.
12:46	Stadium determined to be evacuation site.
12:51	Email staff that evacuation of injured begins.
12:57	Evacuation of entire campus begins.
1:38	Entire campus evacuated and in stadium
1:49	End of drill. All staff & students return to class.

TIMELINE SUMMARY

Action	Length of Time
Entire drill	80 minutes
Evacuation of campus to stadium	41 minutes

After the drill...a recap

Bill Anderson, C.F.D. – School personnel should give up their keys to evacuation personnel

Mike Cook, C.P.D. – Time was realistic when everyone responded

Steve Zellfer, C.P.D. – Laminated maps would be helpful to command center (keep in office)

Ron Tackett, LCC staff – Instruct staff to give more information back to command center

Denny Cooper, C.F.D., Observer - Maps at front gate “You are here”, large numbers/names on buildings, to

identify them

Linda Ellington, C.F.D. – Need a dry treatment area on campus

Joe Kempton, S.D.C.S. – Need maps

Jason Rouse, S.D.C.S. – Police and fire departments need to meet to identify where the wounded are and who is most

Injured

Chris Eiser-Garcia – Evacuation went well

Tyler Masoko – Need to communicate where the injured are and how serious. Police and Fire departments

communicated and decided to create teams (i.e. Team 1, Team 2, etc.)

Webb – Teachers did well locking down. Is there a way to mark the doors when the rooms are cleared? How about chalk?

Jim Marstell, C.P.D. – Good

Spencer, C.P.D., Command Center Head – Flood in as many police as possible when there are wounded

Dave Gilmore, S.D.C.S. – 3 firemen were alone, no police in sight; when taking the wounded out, there were no

police with them (need them for protection)

Marcia Pink, A.P., LCC – Need comprehensive maps, who is the “face” of the school for parents, taking roll needs to be tighter, school nurse needs to be where wounded are (for a friendly school face), need “high-visibility” vests for counselors (who collect attendance at evacuation area), attendance stickers (?)

Rick Loeffler, C.P.D. – Kids and staff did really well

Solana Beach Sheriff – Teams are a good idea

Rick Ayala, A.P., TPHS – Kids did really well, it was great we had a pre-drill, how about cards in windows of classes...no words, just colors...Red = hurt student inside, Green = everything ok, Yellow = evacuated

Trocchio, A.P., LCC – Electronic attendance (?)

C.P.D. – Saw cell phones out of windows, taking pictures...kids need to be warned about their hands showing

Amy Souza, P., LCC – Emails should go out at least every 15 minutes to comfort the kids and staff

Anthony Jucenas, C.P.D., S.R.O., LCC – There are no places to hide on our campus...advised all to “bring your long guns.”

2/13/08 EMERGENCY DRILL SCENARIO

PRE DRILL

Staff and students will be made aware that a multi-agency "Lockdown" drill simulation will take place at the end of lunch on 2/13/08. They will know that just like last year, there will be "flashbangs" and law enforcement with simulated weapons carrying out their emergency tactics. They will also know that they may be locked down for some time and that the entire drill, including evacuation, will take approximately 60 minutes.

DRILL

Time	Action	Purpose
11:30	Plain clothes police officer will move about campus and asking people in classrooms, "Is Toby Johnson in this class?"	How many staff will report a stranger on campus?
11:55	Lunch <ul style="list-style-type: none"> ▪ Plain clothes officer moves to Media Center ▪ Selected ASB & other students move to Media Center 	
12:25	Lunch ends: <ul style="list-style-type: none"> ▪ Plain clothes officer chains Media Center doors ▪ Hostage situation ▪ 3 selected students will report to the first staff member they encounter that someone has chained the Media Center doors 	Do staff members report this?
12:28	"Flash bangs" go off – drill begins.	
?	Lockdown	
?	Law enforcement secure campus & remove threat	
?	Fire & EMT's administer to simulated wounded students/staff	
?	Evacuation to Stagecoach Park	
1:28	End of drill	

AFTER ACTION REPORT

LOCK DOWN DRILL

FEBRUARY 13, 2008

LA COSTA CANYON HIGH SCHOOL

OVERVIEW

Item	Information
DATE	Wednesday, February 13, 2008
TIME	12:28 PM – Student Lunch Period
LOCATION	La Costa Canyon High School
AGENCIES	<ul style="list-style-type: none"> ▪ San Dieguito Union High School District ▪ La Costa Canyon High School ▪ Carlsbad Police: 6 on campus + 2 at Command Center ▪ Carlsbad Fire: 10 Fire Fighters, 3 Battalion Chiefs, & 1 Division Chief
MEDIA	<ul style="list-style-type: none"> ▪ KUSI (Independent - 9) ▪ KGTV (ABC – 10) ▪ XETV (Fox - 6) ▪ Union Tribune ▪ North County Times
SCE NARIO	Suspect moves about campus asking questions of students and staff. Suspect takes hostages in the Media Center and chains the doors locked.
SUMMARY	<ul style="list-style-type: none"> ▪ Pre Drill (11:42 – 12:15 during class time): <ul style="list-style-type: none"> ○ Suspect “popped into” 10 classrooms ○ 1 staff member reported a “stranger on campus” ▪ Length of entire drill: 82 minutes ▪ Evacuation of entire campus to stadium: 28 minutes ▪ Number of students in attendance: 2,133 ▪ Number of staff in attendance: 185 ▪ Total in attendance: 2,318

BELL SCHEDULE

02/13/08

Period	Start	End	Minutes
2	7:45	9:00	75
Break	9:00	9:05	05
Passing	9:05	9:15	10
4	9:15	10:30	75
Passing	10:30	10:40	10
6 A	10:40	11:55	75
Lunch	11:55	12:25	30
Passing	12:25	12:30	05
6 B		2:30	

TIME LINE
2/13/08 INTERAGENCY LOCKDOWN EXERCISE

Time	Action	Status
11:42 am	Received phone call from student Christina, said her teacher Mr. Vice, room 350, followed a strange guy with a bag out of his classroom.	Unknown
11:43	Suspect apprehended by teachers Bill Vice and Peter Hawkin. Suspect brought to AP Kamon/Trocchio's office.	
11:44	Student "hostages" taken to Media Center to begin drill. Doors locked (so no one else can enter).	
11:55	Lunch begins, students out on campus.	
11:57	Command Center setting up in parking lot; 8 officers, 14 firemen.	
12:10	Doug Kamon tries to reach Officer Jucenas by radio; no luck. We drive to Command Center to speak to him personally.	
12:12	By radio, Doug instructed Marcia Pink to go to Command Center	
12:15	Media Center set up with "hostages", suspect is with them. Officer Jucenas giving last minute instructions to acting students.	
12:16	<ul style="list-style-type: none"> ▪ Tom stationed out in front of school entrance directing traffic. ▪ Marcia informing C. Spencer on latest – 2 staff members "Darren Kawasaki & David Harrison" from City of Carlsbad here documenting/interviewing the drill. 	
12:18	Doug tries to reach Craig Lewis (Principal) by radio; no response. Doug tries again, Craig responds; Doug informs Craig drill will begin in 6 minutes.	
12:19	<ul style="list-style-type: none"> ▪ Traffic & students leaving campus. ▪ Officer Cain discussing student network access to Marcia. 	
12:20	No table @ command center to use the computer.	
12:23	Discussing kids leaving @ lunch & parents calling to have their kids excused @ 12:00 noon.	
12:24	David (Carlsbad) asking Marcia what the Adm. Plan intervention on how the scenarios work out?	
12:25	2 students run out of Media Center in opposite directions (to tell anyone of an incident happening in the Media Center).	
12:26	Fire fighter David & Ward w/ Marcia discuss if fire occurs what do they need to have?	
12:27	<ul style="list-style-type: none"> ▪ David asking Marcia about wireless foot print? ▪ Hostage pulled back into the Media Center by the suspect as she tried to run out, she was screaming. 	
12:28	Over loudspeaker, Craig Lewis announces lockdown drill has begun	
12:29	Doug uses radio to ask Therese, at the front desk, if the first email has been sent. She states she is doing it now.	
12:30	<ul style="list-style-type: none"> ▪ Sent out 1st lockdown script to LC All Staff. ▪ Carlsbad asking Marcia about if drill has started "Shooter on campus?" ▪ Police standing in groups talking. ▪ Fire Dept. standing in groups talking. ▪ Tom closed front entrance to campus. ▪ 2nd lockdown drill announcement made by Craig Lewis; "This is only a drill." 	

Time	Action	Status
12:31	<ul style="list-style-type: none"> ▪ Many students (about 30) out on campus; Doug directed them into the Admin. Bldg., he unlocked the door to let them enter. ▪ Craig Lewis stated over the radio that Veronica would be checking where key staff members are located. Veronica begins calling names over radio, Craig takes over. (missed Sherrie Bender) 	
12:32	<ul style="list-style-type: none"> ▪ Sent out 1st lockdown script to LC Alert + LC Staff ▪ James Etheridge, room 331 emailed back to me, he was informed a student was dragged into Media Center. ▪ Doug Heflin, room 311 emailed back to Receptionist, reporting a student with a broken leg named Michael Carnow. 	<ul style="list-style-type: none"> ▪ Unknown ▪ Applying splint
12:33	Craig calling on radio to listen to Veronica as she calls each staff to see where we are.	
12:34	Anthony walking up to the command center.	
12:37	Sarah Cocita, room 450 emailed back to Receptionist, student outside room 410.	Unknown
12:38	<ul style="list-style-type: none"> ▪ Being debriefed by Anthony to PD & Carlsbad about what's going on. Officer Cain letting us know what would happen in a real life situation on our LCC school map. ▪ 3 students injured. Student dragged to Media Center. ▪ Therese reporting Room 311 student with broken leg --applying splint. ▪ Therese radios Marcia, stating Etheridge reported a student was dragged into M.C. She also states there is a student with a broken leg in Room 311, they are applying a splint. Doug instructs Therese to inform Marcia Pink, at the Command Center, by radio, of information coming over emails. 	
12:39	<ul style="list-style-type: none"> ▪ Room 410 student outside/partially wounded. ▪ Therese to Marcia: there is a student down outside Room 410. 	
12:40	<ul style="list-style-type: none"> ▪ Marcia & Cain letting us know the current information on gun shot/ students injured. ▪ Craig Lewis announces over radio all key staff accounted for. 	
12:41	Discussing evacuating injured victims w/ Marcia/Anthony/Fire & CBPD. Simulate that shooter does not know we know yet.	
12:43	Send in Officers/Medics, get wounded, and sweep campus.	
12:44	<ul style="list-style-type: none"> ▪ Doug calling Anthony. ▪ Anthony waving all Police to listen up. ▪ Craig states that the Career College Center door was left wide open, "make a note." 	
12:45	<ul style="list-style-type: none"> ▪ Sent out 2nd lockdown script to LC Alert, LC Broadcast. ▪ Officer showing all CBPD campus lay out to look for shooter/threat. ▪ Officer Jucenas asks Doug if students in Media Center should be left there. Doug says "yes." 	
12:46	<ul style="list-style-type: none"> ▪ Paramedics came up with 2 stretchers to get the victims. ▪ Police/Fire being told what team they are on. ▪ Marcia to Craig, "Police and Fire are making a plan to come in and evacuate the injured students. There is 1 at the Media Center, 1 in the 700 quad, 1 inside Room 311 and 1 on the walkway behind the Media Center." 	
12:47	Sent out 3 rd lockdown script to LC Alert, LC Broadcast (to get caught up with the timeline of the script due to the later start time of drill).	
12:48	Police car leaving campus – received a call.	
12:49	<ul style="list-style-type: none"> ▪ Team 2 - heading for quads 300 & 700 first. Anthony + 4 CBPD + 2 paramedics teams with stretchers. ▪ 700's injured student reported to Marcia. 	

Time	Action	Status
12:50	<ul style="list-style-type: none"> ▪ Marcia explains to Officer Cain that our school can e-mail every 15 minutes an up date to all teachers/staff with current information. ▪ Police and Fire teams begin to sweep campus and evacuate injured. 2 Police come in first to "sweep." 	
12:52	<ul style="list-style-type: none"> ▪ Goretí De La Parra, room741 emailed back to Receptionist, reporting injured student outside the 700's. ▪ Marcia informing Therese on what to e-mail staff, that the 700's & 300's are being evacuated first. ▪ Campus Supervisor Lori Branson reports over the radio that there are students in the gym with no teacher. 	Unknown
12:53	Anthony Jucenas reports there are more stragglers near the 400's .	
12:54	<ul style="list-style-type: none"> ▪ Sent out 2nd & 3rd lockdown script together to LC Alert, LC All Staff, LC Broadcast (to make sure emails were going out properly I decided to send to both LC Alert and LC All Staff). ▪ We observe 3 firemen, with gurney, escorted by 2 police going through campus to pick up injured. 	
12:55	Marcia instructs Receptionist to let teachers know to keep all students inside until they get informed by a policeman or fireman, at their door, that all is clear, time to evacuate to stadium field; Therese reports to Marcia that there is an injured student outside the 700's; this is another student, not the same one as reported earlier; Therese reports over the radio that the student in Room 311 has been evacuated safely.	
12:56	Veronica informed us that in room 311 Michael Carnow injured.	
12:57	Student in the 700 quad evacuated safely; the injured student in Room 311 has been identified as Michael Carnow.	
12:58	<ul style="list-style-type: none"> ▪ Veronica asks Therese if she has an id or type injury on the student in the 700 quad. Therese answers, "don't know." 	<ul style="list-style-type: none"> ▪ Please advise. Command Post indicates "student to hold it and remain in lockdown."
12:59	<ul style="list-style-type: none"> ▪ Paramedics bringing Michael by stretcher up to the triage area in front parking lot. Michael being assessed. ▪ Emily Longiaru, room 310 emailed me back, a student is complaining about abdominal pain, needs to use restroom, claims she has a history of bladder infections. ▪ Therese calling Marcia to report in room 310 – student w/abdominal pain with history of bladder infections, needs to use the restroom. ▪ Marcia Pink requested I send out another LC Alert email, I sent out the 3rd lockdown script again and added, Injured students are being evacuated. Stay in lockdown mode. ▪ 3rd email script sent by Receptionist, "Injured students being evacuated, stay in lockdown mode." 	
1:00	<ul style="list-style-type: none"> ▪ Marc/ TV students/ Ron Tackett entering the command center. ▪ Officer Cain giving update to media / Fox News & North County Times. ▪ Marcia responds to Therese regarding student in 310 with abdominal pain & says, "no, she'll have to wait it out." 	
1:01	<ul style="list-style-type: none"> ▪ Per Marcia Pink, Receptionist emailed Longiaru, student will have to wait it out. ▪ Therese asks Doug if she should continue to send scripted emails. Doug says, "yes". ▪ Report of a 4th injured student behind Media Center by police. 	

Time	Action	Status
1:03	<ul style="list-style-type: none"> ▪ Sent out 4th lockdown script to LC Alert, LC All Staff, LC Broadcast. ▪ Marc & Marcia @ command center. ▪ Marcia to Therese – 2 students evacuated / 2 remaining. ▪ Injured students to triage area. Marcia informed Veronica once assessed will let you know more. 	
1:04	Police team going in to evacuate injured student in the Media Center	
1:05	Officer Cain & Marcia just waiting to evacuate the Media Center, then evacuate remainder of school.	
1:06	<ul style="list-style-type: none"> ▪ LCC (7) students /ASB all up by Triage/Command Center, being interviewed by our LCC student camera crew. ▪ Marcia to Therese, 2 injured students have been evacuated, 2 remaining on campus. Tell everyone to hold tight until they have been evacuated. Veronica to Therese, where are the injured going? Marcia intervenes and says the injured go to the Triage Center, and then from there they will be transported to a hospital. 	
1:07	Marcia reports to Therese the injured student in the Media Center has been evacuated.	
1:08	<ul style="list-style-type: none"> ▪ LCC students taking photos @ Command Center. ▪ Marcia informing Officer Cain getting everybody out. ▪ Doug to Marcia asking to notify when whole campus being evacuated. ▪ The 4th injured student has been evacuated. 	
1:09	<ul style="list-style-type: none"> ▪ Craig to Marcia – asking if we have more names for the injured students besides Michael Carnow? ▪ 2nd injured student is Stephanie Linderman in Media Ctr. (seriously wounded) her current location is at the triage area. 	
1:10	Craig asks Marcia for injured student's name. "Stephanie Linderman". Veronica asks Marcia what type injury? "Seriously wounded". Where is the student now? "In the triage area"	
1:11	<ul style="list-style-type: none"> ▪ Veronica asking about Stephanie's injuries & location. ▪ Marcia reports to Veronica that the firemen will get all the injured students' names, type of injuries and where they will be transported. <ol style="list-style-type: none"> 1. Stephanie Linderman, seriously wounded, Tri-City 2. Gia Gonzales, Scripps La Jolla 3. Kelly Morgenthaler, Scripps Encinitas 4. Michael Carnow, Scripps La Jolla 	
1:13	<ul style="list-style-type: none"> ▪ Officer Cain showing on map where to start evacuating to field. ▪ Media Center simulation – "Crime Scene." ▪ Start @ gym & sweep/evac. 900, 700, 600, 500 & so on. 	
1:15	Marcia, from the Command Center, tells Therese that 3 firemen, 2 policemen are going out to the quads to evacuate all students to the stadium	
1:16	<ul style="list-style-type: none"> ▪ Sent out 5th lockdown script to LCAlert, LCAllStaff, LC Broadcast. ▪ Teams observed heading out. 	
1:17	<ul style="list-style-type: none"> ▪ Waiting to hear to evacuate. ▪ Mike Hill questions if it's ok for a maintenance truck to go to the maintenance yard. Doug says "no." 	

Time	Action	Status
1:19	Evacuation begins. Music room evacuated first. We observed students talking and not walking in a single file line. [Doug states he will put this in his plan; no talking, walk in a single file line]	
1:20	From the command center we can see the students walking to the field.	
1:22	<ul style="list-style-type: none"> ▪ Administration Building clear. ▪ The first classes begin showing up at the stadium. 	
1:23	Craig to Marcia information about suspect (happened @ 1:13).	
1:24	Veronica asks Marcia about injuries to Gia Gonzalez and Kelly Morganthaler. "We don't have that information. Why do you need it"? Veronica says the D.O. needs to know names of students and their injuries. Marcia tells Veronica that the name of the student and the hospital where they will be transported to is what the parents want and need to know. Craig asks Doug if the gym is on the evacuation list. Doug says, "yes". SRO Anthony Jucenas states he will sweep that now.	
1:25	300's cleared, 200's cleared, 500's cleared & evacuating.	
1:30	<ul style="list-style-type: none"> ▪ Theatre cleared. ▪ Veronica to Marcia is student Gia injured? Marcia to Veronica, "yes." ▪ Marcia asking Officer Cain if the 'P' building were evacuated? 	<ul style="list-style-type: none"> ▪ Yes
1:31	Marcia states, "the Admin. Bldg, theater, 200's, 300's, 400's, 500's, and the 900's are all clear". Marcia asks Doug if the portables are in play for this drill. Doug says, "yes".	
1:33	<ul style="list-style-type: none"> ▪ Officer Cain / CBF D asking Marcia about the disabled kids in the "P" buildings. ▪ Lori Branson to Doug, "Wheelchairs on field? Down the ramp"? Doug says, "yes". 	
1:35	News/Media Personnel leaving campus	
1:36	<ul style="list-style-type: none"> ▪ CBF D Mike Davis talking to Marcia how they handle emergencies. ▪ 700's cleared. ▪ Marcia to Doug – 1300, 700, 600, portables cleared. 	
1:37	Veronica to Marcia – Custodian's cleared behind the 900's?	
1:38	Marcia states, "The 600's, 700's, 1300's and portables all clear".	
1:39	<ul style="list-style-type: none"> ▪ 800's cleared. ▪ 2 ambulances/ 2 fire trucks in front parking lot. ▪ Sharon to Marcia – is gym last room evacuated? 	<ul style="list-style-type: none"> ▪ Yes, has been evacuated.
1:40	Veronica asks Marcia if the custodians have been cleared. Marcia says she doesn't know. States the 800's are clear. Officer Jucenas asks if the players in the Media Center should come to the stadium. Doug says, "yes."	
1:42	Gym cleared.	
1:43	<ul style="list-style-type: none"> ▪ Visual on Fire Road, is it cleared? ▪ Cleared library just now. ▪ Marcia to Doug - Can we open school? 	<ul style="list-style-type: none"> ▪ Yes, but Mike checking again. ▪ No, not yet.

Time	Action	Status
1:45	<ul style="list-style-type: none"> ▪ Command Center – 821 class walking down fire road, 811 college program in P’s walking down fire road. Kids still walking down to field. ▪ Mike Hill reports kids are still coming out of 400’s, 800’s, and portables. 	
1:47	<ul style="list-style-type: none"> ▪ Carlsbad Fire asking Marcia if there was an attendance roster? ▪ All classrooms have been evacuated. 	Yes. Each teacher who had students in a classroom logged names.
???	Who were all the students on the baseball field putting down dirt? Doug to talk to Machado.	
1:49	<ul style="list-style-type: none"> ▪ Longiaru & class (300 quad) has not shown up w/class? ▪ Doug makes an announcement from the Press Box asking 4 students to report to the Press Box now. ▪ All 4 students coming up to Press Box. ▪ Marcia to Doug, “All Clear, per commander”. Doug to Marcia, “There will be a debriefing in the Admin. Conf. Room at 2:10 pm. It was questioned if Emily Longiaru was in the correct evacuation line-up area on the field. She was not in the right spot but was there. 	Longiaru found. She lined up on wrong spot on field.
1:50	<ul style="list-style-type: none"> ▪ Can we do an ALL CLEAR? ▪ Debrief in 15 minutes in Adm. Conf. Room. ▪ ALL CLEAR – end of drill. 	<ul style="list-style-type: none"> ▪ Yes

DEBRIEF

Attendees:

Doug Kamon (Assistant Principal), Marcia Pink, (Assistant Principal), Craig Lewis, (Principal), Marc Trocchio, (Assistant Principal), Mike Davis, (Carlsbad Fire), Eric Dill, (Risk Management, Executive Director, District Office), Sharon Sorensen, (Administrative Assistant), Sherrie Bender, (Administrative Assistant), Therese Doyle, (Front Office Receptionist), Veronica Cortez, (Principal's Assistant, Interim), Diane Powell, (Health Tech), Kelly Cain, (Carlsbad Police), Gary Spencer, (Carlsbad Police), Danielle Martinez, (Lead Counselor), Officer Anthony Jucenas, (School Resource Officer), David Harrison, (Carlsbad City)

Before Doug/ASB students (victims), Sharon & Sherrie left the office – the suspect was apprehended by 2 of our teachers – Bill Vice & Peter Hawken and brought to AP Office. One of the students, Christina Daily, in Vice's classroom called the switchboard to inform Therese what was happening, and then locked the classroom door.

2:15 p.m.

Doug Kamon - Assistant Principal – Opened the meeting to say he liked the trained staff at the Command Center. Doug thanked the Carlsbad Fire and Police Departments for their part in the drill. From the Carlsbad Fire Department, there were 10 fire fighters, 3 Battalion Chiefs and 1 Division Chief involved. From the Carlsbad Police Department, there were 4 School Resource Officers, 2 Detectives, 1 Sergeant and 1 Lieutenant involved. Doug was very pleased with the speed in which the staff & students (2,600) completed the drill...25 minutes. Regarding the accountability portion of drill - calling on four of our students to be located on the stadium field took only 1 minute.

It was noted: Kids did not take the drill seriously; lots of talking and laughing, nor did they walk down to the stadium in a single file; rather in large groups (could be easily picked off)

Eric Dill – Risk Management, Exec. Director - Mentioned we should leave classrooms closed and locked. Regarding kids wanting to come into classrooms that were turned away... if shooter is outside classrooms, probably not a good idea to open door and risk the safety of students currently in the classrooms, use judgment...

Eric stated he had Veronica Cortez were on the phone line for about an hour and a ½ during the drill. This way the District Office stayed updated on the current events of the lockdown drill as they happened.

*question about District Office wanting to know the severity of injuries, Mike Davis, (CFD) stated he doesn't think it is anyone's business; other than giving student's name & what hospital the victims are transported to is all they need to know. Eric said they are not breaking any Hippa laws if the district office calls internally about our students. Eric also said the District Office will be responsible in contacting victims' families...he felt the school site will be busy dealing with the chaos and keeping students safe.

Eric called Doug on cell phone & reached him during the drill.

Waited for e-mail (LCALERT), which improved, giving a quicker notice; 20 minutes from last year. Veronica kept updating the District Office, through Eric Dill. Eric mentioned that the district has chosen the new Superintendent; who has been through a real life lockdown drill emergency, which should help us all with input for the future.

Craig Lewis – Principal – stated that for the next drill, *before* he has to announce the drill is beginning, there should be phone contact between him and whoever is in charge to tell him directly what is going on. It is “not confirmed” but Craig said that some students stated they were singled out and not let into a classroom if they didn’t belong there, by some teachers, although some students were let in. Craig stated he will speak with all staff regarding either letting kids into their already locked classrooms or not...Craig agreed with Doug; this is an individual call

Take note: The College and Career Center door was left wide open. This brought to light that someone in the Admin. Bldg. must be given the specific assignment of checking all doors during a drill.

Marc Trocchio – Assistant Principal - mentioned that we have Aeries mobile on cell phones now; working on getting it on Doug & Marcia’s phones as well. We can look up student’s information on the phone without having to have a computer.

Mike Davis – CFD - He liked having an Assistant Principal with Fire & Police at the command center. This was a great opportunity to hear what was happening. It is very critical to have information from someone who knows the campus/general statements. We need to neutralize suspect, once cleared, then Fire/paramedics will step in. Initially, Fire stands back until Police have cleared the way for Fire to step up.

No problems with 4 patients, routine, regular – If it was a massive amount of injuries the situation would be different with contacting the (Med.Com Coordinator) contacting Tri City for bed availability or what hospital can take patients. It’s difficult to keep injured at scene waiting for parent. Better to find a hospital-transport-contact parent of what hospital their child was sent to. The Med.Com Coordinator system is a phone system that can notify neighborhoods, etc. if something happens at the school/ or the families; the system will notify what is taking place etc.

Stand point – communication was great. Suggest have a Runner at triage in case more than 1 shooter on scene. Mike suggested when Assistant Principal is stationed at the command post he/she will have to make decisions for the school – such as: where parents staging location should be? The person who will make these decisions will have to rise to the level, it doesn’t matter the rank. Mike feels, if possible, school nurse should be at the command center to help out with injured.

Kelly Cain – Carlsbad Police – He has had 18 years in the field. He feels the Triage person is the one most used by the police. He suggested we have a checklist and make sure it is current. In the real world, in a situation like our drill, there would be about 50 cops at the school in about 20 minutes time. There would be more fire personnel involved too. The Command Center would more than likely not be held in the parking lot; more in the center perimeter of the campus and on the outside perimeter of the school. A computer needs to be available. Parents will be all

over the place and a planned area needs to be arranged immediately to keep them out of the campus and safe.

Gary Spencer CBPD- Felt the drill was orderly

Therese Doyle – Front desk receptionist - Regarding the 'All staff All Alert' e-mail, LC Broadcast did tests on computer, couldn't refresh – contact Ron Tacket and iron it out. Need upgrade?

Sharon Sorensen – Administrative Assistant – Doug and I, (we were together all over campus) never heard when the suspect had been apprehended or what happened to him; never heard *anything* about the suspect. Also, there were students helping on the baseball field, laying down dirt...why weren't they involved in drill? Teacher, Machado not involved either? When Veronica and Craig were calling out names of key staff members and their location, they missed calling out Sherrie's name. Sharon realized it but didn't know if it was appropriate to call them on this. Craig said, yes, I should have used the radio and called the missing person's name and got location.

David Harrison – Carlsbad City Emergency – Stated the communication between the school and the Triage Center in the parking lot was not clear. He suggested the use of a laptop computer with phone drive (?). We “need to add depth to our communication paths”, he said. David praised our SRO, Anthony Jucenas, on doing well in communicating the events as they happened to the triage. He also praised the first responders and the school, as a whole. Said that he is a planner and probably viewed the drill differently than most, but said it was good.

Marcia Pink – Assistant Principal – At the beginning of the drill, they couldn't hear out at the Command Center (parking lot) (no loudspeakers) & know what was going on- needed better communication. We need Aeries on Marcia & Doug's cell phones.

Diane Powell – Health Tech – Her office was packed with students and staff, like sardines. The overflow was taken to the Adm. Conf. Rm. A concern she brought up was making sure the diabetic students take something to eat with them. One student's blood sugar was high due to not eating.

Danielle Martinez – Lead Counselor – Noted that the kids seemed more “squirrelly” than at last year's drill; perhaps they knew too much about what was going to happen, didn't take it seriously. Some kids went to an empty classroom (not their own, no teacher) and took their own roll. Some teachers weren't on their assigned “spot” on the stadium field which made it difficult for the counselors to collect the attendance sheets.

Anthony Jucenas – School Resource Officer – Made the comment that there were about 40 to 50 kids in the gym with no staff member with them. Though there were 4 to 5 staff members in the locker room with no kids. Just an FYI.

It was suggested that Ambrose, our head custodian, should be stationed at the command center. Especially with knowing the campus/layout etc.

THE LEARNING

Item	Change / Improvement
1. Some students did not take drill seriously: a. Talking/playing during evacuation. b. Not in single file lines.	<ul style="list-style-type: none"> ▪ Get importance of drill to students through classroom teachers. ▪ Have teachers review with students evacuation procedures.
2. Close & lock doors? a. When? b. Students stated they were singled out and not let into classroom if they didn't belong there.	<ul style="list-style-type: none"> ▪ Remind staff that each person is responsible for making the call on when to close/lock doors. ▪ Remind staff all students are OUR students.
3. Command Center personnel (police/fire) concern about informing District Office personal information on injured students.	<ul style="list-style-type: none"> ▪ Eric Dill states that the District is covered under HIPAA because the District Office calls internally about "our" students.
4. Continual communication between Principal & whoever is in charge	<ul style="list-style-type: none"> ▪ Work on system/procedure to ensure Principal is continually up-to-date (i.e.: station Principal at Command Center – may have to get police escort to accomplish this).
5. Key school person at Command Center: a. Knows school personnel & students. b. Knows map of school. c. Needs to be able to make decisions (i.e.: suggest Triage site, where parent pick-up would be, etc.).	<ul style="list-style-type: none"> ▪ Always an administrator at Command Center. ▪ Always in communication with Principal
6. Police checklists.	Police to bring checklists to Command Center.
7. Laptop computer at Command Center	<ul style="list-style-type: none"> ▪ LCCHS standard procedure is to have laptop. ▪ Upgrade laptop & extra battery. ▪ Upgrade to wireless connection + Mobile ARIES.
8. 'All Staff' & 'All Alert' needs to be ironed out.	Work with Ron Tackett to iron it out.
9. Never heard when suspect was apprehended or what happened to him.	<ul style="list-style-type: none"> ▪ This was simulated and not fully addressed by police. ▪ Put into procedure that administrator at Command Center to communicate this information to 'key' personnel.
10. Key personnel check – Sherrie Bender was not accounted for.	Key personnel, if not checked on, go ahead a radio in your location.
11. Parking lot Command Center – no loudspeakers.	Use of radios from other personnel to inform Command Center.
12. Diabetic students.	Put in procedures for teachers to verbally make announcement of diabetics taking food to evacuation site.
13. 40-50 students in gym with no staff member.	Doug K to have conversation with identified staff.
14. Head Custodian (Ambrose) needs to be at Command Center.	Put into procedures – may need police escort.

DISTRICT OFFICE NOTES
LCC - EMERGENCY DRILL

2/12/08

- 12:32 p.m. – Call received from LCC Principal Secretary (Veronica) informing us of a hostage situation in the Media Center.
- 12:40 p.m. – One student in room 311 reported to have a broken leg, name of student unknown at this time.
- 12:41 p.m. – A student is reported outside room 410
- 12:55 p.m. – Teams are evacuating injured student
- 12:56 p.m. – A second student is reported injured outside the 700 bldg.
First student reported injured was Michael Charnow/broken leg
- 1:02 p.m. – School still in lockdown mode
- 1:05 p.m. – Two injured students have been evacuated to the triage area for assessment of their condition and transport to hospital if necessary.
- 1:07 p.m. – Evacuating students from Media Center & then rest of school
Confirmation of 4 students injured:
1. Michael Charnow/broken leg – rm 311 – transport to Scripps La Jolla
 2. Stephanie Linderman/serious injury - outside 700 bldg. – Tri City Hospital
 3. Gia Gonzalez/injuries unknown – outside media center – Scripps La Jolla
 4. Kelly Morrison/injuries unknown – location unknown – Scripps Encinitas
- 1:10 p.m. – Suspect reported down
- 1:15 p.m. – Evacuating school
- 1:35 p.m. – Reported cleared areas – Admin. Bldg., Theater, 200, 300, 400, 500, 900
- 1:40 p.m. – 600, 700, 1300 & portables
- 1:44 p.m. – 800
- 1:45 p.m. – Gym
- 1:47 p.m. – Clearing Media Center (role players)
- 1:55 p.m. – Campus – all clear