

LOCKDOWN INCIDENT MEMORANDUM

To: Dr. Stephanie Bulger, President Lane Community College
From: Michael Blade, General Counsel
Date: August 1, 2023
Re: Lockdown Incident Memorandum

This memorandum presents a post hoc analysis and evaluation of the safety concerns arising from the lockdown incident on February 22, 2023, triggered by a false report of an armed person on the Lane Community College (LCC) campus. The focus of this memorandum is on identifying effective safety measures during the lockdown, evaluating areas that need improvement, and providing recommendations to enhance emergency preparedness for the LCC community.

When we look at the particular lockdown situation, it is clear that LCC has done a good job with its emergency response planning. There were many things that worked just as they were supposed to work. That does not mean everything went perfectly, but overall, the College did a tremendous job and should be ever vigilant and strive for continuous improvement to be prepared for the next emergency event.

The incident timeline reveals that the swift response of Campus Public Safety and local law enforcement played a critical role in ensuring the safety of staff and students. Clear and timely communication through the LCCAlert system was effective (not perfect, but overall very effective) in keeping individuals informed during the lockdown. Additionally, subsequent to the lockdown incident, the College prioritized mental health support for students and staff, and to the extent possible given financial and supply chain constraints, the college invested in physical infrastructure improvements using bond and other funds.

Subsequent to the incident, LCC identified several immediate needs and requests for improvements to safety on campus.

- Placement of phone land lines in areas where people gather during emergencies;
- Locking mechanisms and window coverings for safety areas;
- Keys and keycard access to safe spaces within buildings;
- Improvements to intercom speakers; and
- Enhanced physical safety measures within classrooms.
- Training for employees on lockdown procedures and sheltering in place;
- Training for employees on aftercare for fellow employees and students affected by the emergency;
- Access to emergency medical assistance and resources; and
- Messaging for employees to support students during and after lockdowns.
- Conducting research-based analysis and comprehensive plan development;
- Trauma-informed response with prepared messages for the campus community;
- Accurate and updated communication lists for alerts and notifications;

- Signage and plans for building/campus exit protocol; and
- Provision of essential items and resources in all areas of buildings.

A regular review of emergency issues is vital, and while all of these things cannot be accomplished immediately, prioritization and implementation of a plan to address these issues and others as they arise should be pursued in a timely manner. Periodic review should also be a priority.

However, certain issues still require more immediate attention, including:

- Ongoing training for employees and students on emergency procedures;
- Secure physical locations and functioning locks during an incident;
- Guidelines for managing conversations and emotional distress among students and staff;
- Providing consistent messaging and coherent information during emergencies;
- Providing adequate window coverings where possible;
- Ensuring intercom speakers are working and audible in all areas of all buildings;
- Providing adequate emergency supplies for an incident in which sheltering in place is required; and
- Implementing more stringent procedural steps with respect to handling at-risk students and confidentiality surrounding those students.

To address these concerns, immediate recommendations include:

- Conducting a comprehensive site survey of the campus;
- Ensuring and controlling access control and maintaining/upgrading infrastructure; and
- Confirming the coverage and efficacy of the LCCAlert system.

Ongoing recommendations include:

- Providing training and drilling for all staff and students;
- Regularly reviewing and updating safety and security plans; and
- Continuing to invest in improving campus security measures.

While some of these recommendations may require financial and personnel resources, the administration should prioritize safety and preparedness to protect the LCC community effectively. Implementing these measures will foster a culture of preparedness and resilience, reducing potential risks and enhancing the College's ability to respond to emergencies effectively.