

TITLE: Enhanced Emergency Preparedness Protocols

NUMBER: BUL-101977

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ROUTING

All Employees
All Locations

POLICY: This policy establishes new districtwide emergency preparedness and disaster response protocols, informed by the Strategic Metrics Task Force (SMTF). All LAUSD schools should implement these procedures to strengthen site-level safety planning, ensure coordinated response across departments, and increase overall resilience to natural disasters.

MAJOR CHANGES: This is a new policy.

PURPOSE: This bulletin is to provide an update on the deliverables of the Strategic Metrics Taskforce (SMTF), a collaborative and multifaceted team dedicated to conducting a comprehensive evaluation of both the internal and external emergency preparedness strategies employed by the Los Angeles Unified School District (LAUSD). The work of the SMTF, as detailed below, will enhance our existing guidance for schools on disaster preparedness.

BACKGROUND: In response to the January 2025 wildfires that resulted in extensive disruption and destruction, including the loss of three schools within LAUSD, the SMTF was established to provide recommendations that would enhance the District's capacity to respond to natural disasters. Acknowledging the vital contributions of various agencies, this initiative aims to ensure the safety and well-being of our school community in the event of emergencies.

To address the complex challenges associated with natural disasters, the task force established three specialized workgroups, each dedicated to specific areas of concern: (1) air quality and wind conditions, (2) fire hazards, and (3) the various risks associated with earthquakes, rainfall, flooding, mudslides, and tsunamis. These workgroups included a blend of internal personnel from LAUSD who offer valuable insights into the unique needs and challenges faced by the District, as well as representatives from external entities, including the Jet Propulsion

Laboratory (JPL), the University of Southern California (USC), Los Angeles County's emergency management departments, and the Coalition for Clean Air. A complete list of task force members is provided in Attachment A for your reference.

In May 2025, the SMTF workgroups convened regularly to conduct an in-depth review of the District's disaster preparedness and response data. These meetings involved collaborative analysis of existing datasets, with a focus on identifying critical gaps and areas in need of further study, resources, or procedural enhancement. The primary objective was to generate a set of evidence-based findings and practical recommendations aimed at strengthening LAUSD's overall readiness and resilience to a broad spectrum of natural disasters. Workgroups will reconvene as needed to support ongoing implementation and ensure continuous improvement.

GUIDELINES:

I. INTRODUCTION

The Los Angeles Unified School District (LAUSD) is fully committed to ensuring the safety and well-being of all students, staff, and visitors within its schools. Based on recommendations from the SMTF and guidance from the Los Angeles County Office of Emergency Management, along with input from the Coalition for Clean Air, the Jet Propulsion Laboratory (JPL), Sonoma County Office of Education, and other expert partners, Los Angeles Unified has strengthened its procedures for responding to natural disasters. These enhancements reflect a more coordinated, data-informed, and proactive approach to emergency preparedness and response across the District.

At the first indication that a natural disaster may impact LAUSD, it is essential to act swiftly and decisively to protect students and staff, as well as to minimize damage to District facilities and personal property. Natural disasters can escalate rapidly, and evacuation warnings from local authorities may not always arrive before conditions worsen. To ensure the safety of all school communities, administrators must collaborate closely with Region Operations, the Division of School Operations (DSO), the Office of Emergency Management (OEM), and local emergency responders. Risk assessments must take into account each school's specific characteristics, including but not limited to the age and type of buildings, transportation needs, access routes, availability of defensible space, and surrounding terrain.

In situations where multiple natural disasters occur simultaneously, such as an earthquake during a wildfire or flooding during a severe storm,

District and regional teams will assist school sites in prioritizing the most immediate threat to life and property. For example, during an earthquake, all individuals should immediately Drop, Cover, and Hold On. Once the shaking subsides, staff must assess the environment and implement the appropriate next steps (e.g., evacuation, shelter-in-place, or lockdown) based on the prevailing conditions.

II. NATURAL DISASTER DECISION-MAKING MATRIX

The district has developed a detailed decision-making matrix included in Attachment A that categorizes various natural disasters, including wildfires, poor air quality, severe storms, flooding, tsunamis, and earthquakes, into a structured framework. This matrix identifies key indicators for each type of disaster, along with the recommended precautionary actions necessary to mitigate risks. The guidance provided in this matrix will enable schools to implement timely and effective responses to changing conditions, thereby enhancing overall safety for students and staff.

III. TIERED FIRE SUPPORT SYSTEM

Schools across the District are designated into one of four specific tiers based on their geographical proximity to designated fire severity zones and historical data on fire risk. Each tier is associated with tailored support mechanisms designed to build upon the resources allocated to previous tiers as outlined in Attachment B. This tiered system will ensure that schools receive the appropriate level of resources, training, and emergency response assistance based on their assessed risk and needs. For clarity and actionable guidance, detailed procedures outlining specific steps to be taken in response to each natural disaster scenario are comprehensively documented. These attachments serve as essential resources for school administrators, providing step-by-step action items, timelines for implementation, and delineating responsibilities to ensure that appropriate measures are executed promptly and effectively.

IV. NEW GUIDANCE (based on SMTF Feedback)

Based on SMTF guidance, a number of new preparedness measures are being implemented for the 2025-26 school year. The SMTF also provided feedback on the District's guidance resources, which led to the development of the new Wildfire Decision-Making Tree, Attachment C, and enhancements to the existing Air Quality Decision-Making Table, Attachment D, and the Facility Readiness and Reopening Checklist, Attachment E. These tools, which will be shared with all principals, are designed to guide wildfires, periods of poor air quality, and scenarios where schools are closed due to natural disasters. DSO will continue

monitoring compliance with established protocols by ensuring monthly safety drills are completed and documented in the Principals Portal. DSO will also work with OEM to track AQI levels, Red Flag Warnings, flood alerts, and earthquake advisories.

A. Wildfire Preparedness: New Procedures

1. Simulated Evacuation and Reunification Drills (NEW)
 - The 96 schools located in or near Fire Severity Zones must now conduct a full-scale evacuation and parent reunification drill at least once per year by September 30, in addition to standard emergency drills.
2. Wildfire Annex in ISSP (ENHANCED REQUIREMENT)
 - All schools must complete the Wildfire Annex in the ISSP, ensuring specific emergency team roles are defined for wildfire scenarios.
3. Expanded Emergency Team Training (NEW)
 - Access to FEMA courses and Community Emergency Response Team (CERT) training is available through the Office of Emergency Management.
4. Facilities Readiness and Reopening Checklist
 - This checklist serves as a guideline to facilitate the safe and efficient reopening of the school after a fire. It is essential to ensure that all necessary precautions and procedures are followed to protect the health and safety of students, staff, and the wider community.

B. Air Quality Response: New Procedures

1. Designation of Clean Air Rooms (NEW)
 - Every campus must have HEPA air purifiers in every classroom and office, as well as upgraded heating, ventilation, and air conditioning (HVAC) filtration (MERV 13 or higher).
 - Air purifiers should only be utilized when the AQI surpasses 100. Additionally, it is strongly recommended to operate air purifiers when the AQI exceeds 100 to mitigate indoor air pollutants effectively.
2. N95 Mask Distribution and Use (NEW)
 - All school sites must certify in the Principal's Portal that they have an adequate supply of N95 masks for both students and staff.
 - Cloth and surgical masks are not effective for smoke inhalation protection and should not be used as substitutes.

3. AQI-Driven Outdoor Activity Matrix (NEW)
Implementation of an AQI response matrix:
 - AQI 101–150: Sensitive groups stay indoors
 - AQI 151–200: All students/staff indoors; outdoor activities canceled
 - AQI>200: Shelter-in-place protocols enacted; Superintendent should close schools (per District protocols)
4. Enhanced Know Your Air Network (KYAN 2.0)
 - The District has added new sensors to its existing network, enhancing our ability to monitor air quality in and around schools. These upgraded devices can detect larger dust particulates and provide data on wind direction, building on the capacity of the sensors already in place across LAUSD.
 - These sensors have been provided to 21 schools in and around the Palisades area to help improve the District's ability to understand and respond to poor air quality issues. Students, parents, employees, and the broader community can access this data directly through the OEHS website at oehs.lausd.org/KnowYourAirNetwork. The District is continuing to evaluate the potential for acquiring additional sensors as needed

C. Wildfire Ash Cleanup New Procedures

Following wildfires, ash accumulation on school grounds presents health and environmental hazards. The guidance below will be provided to school administrators.

1. Do Not Dry Sweep Ash
 - Dry sweeping ash is prohibited, as it can aerosolize particles. Use damp methods only.
2. Personal Protective Equipment (PPE)
 - Staff performing cleanup must wear:
 - N95 masks
 - Gloves
 - Long-sleeved clothing
 - Safety goggles
3. Cleanup Method
 - Use a HEPA vacuum (if available) or gently spray surfaces with water and wipe down with disposable cloths.
 - Dispose of used cloths, PPE, and debris in sealed plastic bags.
4. Sensitive Area Access

- Limit access to playgrounds, garden areas, and athletic fields until they are cleared and inspected by OEHS.
- 5. Indoor Air Assessment
 - Inspect HVAC filters and classroom cleanliness before resuming indoor instruction.
- 6. Communication
 - Principals must notify families and staff when the ash cleanup is underway and again when it has been completed.

V. COMMUNICATION PROTOCOLS

To facilitate a coordinated districtwide response during emergencies, clear communication to families, staff, and schools is essential. Region Operations and the Division of School Operations (DSO) serve as the primary channels for communicating time-sensitive guidance and directives to school sites.

- Region Operations will initiate direct contact with principals and site administrators via phone calls, emails, and emergency notification systems as conditions evolve.
- DSO will work with the Office of Communications to issue formal updates and operational protocols based on information received from OEM and external agencies (e.g., the National Weather Service, Cal OES, CalFire).
- If urgent action is needed, such as school closure, early dismissal, or site relocation, directives will be communicated swiftly to schools through both Region Operations and DSO leadership.

All school sites are expected to regularly monitor District communication channels and be prepared to implement guidance promptly.

VI. MENTAL HEALTH AND WELLNESS SUPPORT

Students who may require additional support for experiencing trauma from natural disasters will be assisted as follows:

- Support through psychiatric social workers and counseling staff
- Engaging activities during nutrition and lunch
- Student support groups and school clubs
- Zoom meetings with mental health providers
- Check-ins before, during, and after school

VII. ROLES AND RESPONSIBILITIES

A. School Site Administrators

- Maintain an up-to-date Integrated Safe School Plan (ISSP) in alignment with District protocols.

- Monitor trusted sources for real-time updates on natural disasters (e.g., AQI via Know Your Air Network, OEM alerts, NWS, CalFire).
- Collaborate closely with Region Operations, the Division of School Operations (DSO), and the Office of Emergency Management (OEM) during all emergency situations.
- Implement emergency response actions (e.g., Drop, Cover, and Hold On; shelter-in-place; evacuation) based on site conditions and District guidance. Communicate timely updates to staff, students, and families using approved platforms (e.g., Connect).
- Participate in post-incident debriefings and update emergency plans based on lessons learned

B. Region Operations

- Provide real-time support and directives to school sites during evolving emergencies.
- Ensure coordination between schools and OEM during natural disasters.
- Monitor multiple hazard scenarios and assist schools in prioritizing responses based on immediate threats.
- Coordinate proactive relocation or evacuation support as needed.

C. Division of School Operations (DSO)

- Provide oversight of emergency preparedness protocols Districtwide.
- Ensure implementation of SMTF recommendations and District safety standards.
- Coordinate communication and resource deployment during emergencies.
- Lead post-incident review processes and policy updates.

D. Office of Emergency Management (OEM)

- Activate and manage the District's Emergency Operations Center (EOC) when warranted.
- Coordinate with public agencies, first responders, and internal stakeholders.
- Provide schools with updates, resource support, and in-person assistance with drills, emergency supply reviews, and post-incident recovery.
- Maintain and share emergency preparedness resources, alerts, and best practices.

AUTHORITY:	This is a policy of the Division of School Operations.
RELATED RESOURCES:	California Education Code §§ 32280–32288 (Comprehensive School Safety Plans) California Government Code § 8607 (Standardized Emergency Management System) REF-5451.3, School Site Emergency/Disaster Supplies BUL-5800.0, Crisis Preparedness, Response, and Recovery LA County Office of Emergency Management Alerts National Weather Service (NWS) Alerts and Guidance Know Your Air Network (Real-Time AQI Data)
ATTACHMENTS:	Attachment A - Natural Disaster Decision-Making Matrix Attachment B- Tiered Support Ensuring Continuity of Operations Before, During, and After Natural Disasters Attachment C – Wildfire Decision-Making Tree Attachment D- Air Quality Index (AQI) Decision-Making Table for K-12 Schools Attachment E- Facility Readiness and Reopening Checklist
ASSISTANCE:	For assistance or further information, please contact Dr. Debra Bryant ddb0437@lausd.net , 213-241-2052.

LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

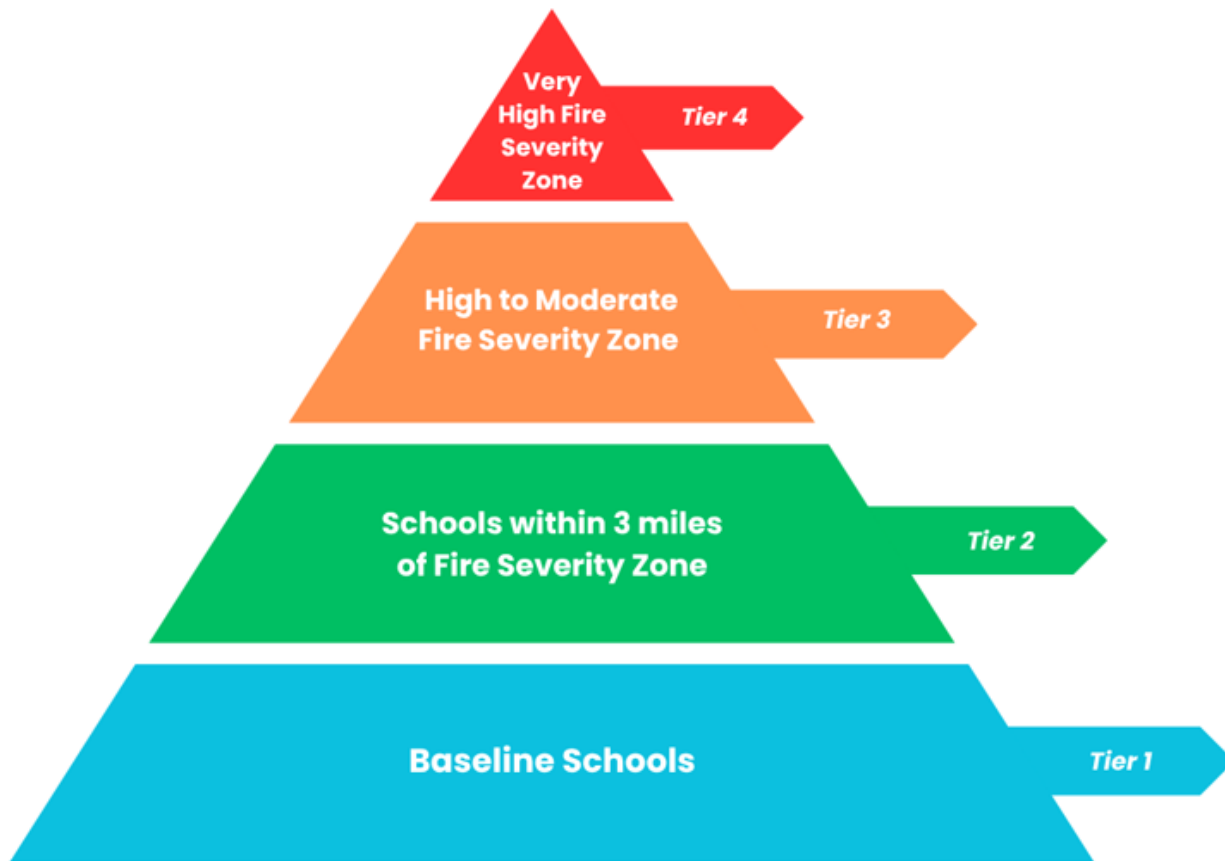
Natural Disaster Decision-Making Matrix

Natural Disaster	Indicator(s)	Precautionary Actions	Close Schools
I. Wildfire	Red Flag Warning, visible/smelled smoke	Monitor fire updates, prepare for shelter or evacuation, and limit outdoor activities to minimize exposure.	No , unless the school is in a high fire-risk zone; in that case, relocate to a designated relocation site, as specified in the ISSP.
II. Air Quality	AQI >100, smoke detected	Follow the AQI table, limit outdoor time, and set up clean air purifiers	Yes , when AQI > 200 at or near the school site (per District protocols)
III. Rainstorms/High Wind	Heavy rain forecast, Flash Flood Watch/Warning High Wind Watch/Warning, winds >25 mph	Inspect roofs, secure outdoor items, and prepare indoor activities Secure loose items, inspect trees, and prepare for outages	No , but schools should remain indoors; monitor for escalation to flood or power outage
IV. Flooding/Tsunami	Flood Watch/Warning, ponding, rising water Tsunami Warning, offshore earthquake	Relocate materials, steer clear of basements, and keep evacuation routes clear. Evacuation routes, relocate to high ground, and notify families	Yes , if floodwater is present on or near campus, or the school is in a tsunami zone during an active warning
V. Earthquake	Unpredictable Earthquake Early Warning	Drills, secure objects, and stock emergency supplies	Yes , if structural damage is evident, utilities are disrupted, or clearance has not been given by the Office of Environmental Health and Safety (OEHS)

I. WILDFIRES

Designated Level of Risk for Schools

There are four tiers of fire support for all District schools:



The table below outlines the tiered levels of support provided by the district to ensure school readiness, safety, and continuity of operations before, during, and after wildfire-related emergencies.

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Level of Support	Number of Schools	Fire Severity Zone	Support Given
Tier 1 - Universal Support	All baseline schools	N/A	<ul style="list-style-type: none"> Assisting schools with the completion of the Integrated Safe School Plan (ISSP) to ensure site-specific emergency protocols are in place Coordinating and monitoring the implementation of mandatory emergency drills to familiarize students and staff with response procedures Offering ongoing training opportunities to build staff capacity in emergency preparedness and response Supporting the establishment of clear communication systems to notify students, staff, and families during emergencies Guiding schools in the identification and maintenance of evacuation routes to designated safe locations Ensuring the functionality of fire alarm systems and providing training for staff on their proper use Distributing and supporting the installation of portable HEPA filters in classrooms and common areas to improve indoor air quality and reduce exposure to airborne particles
Tier 2 - Upgraded Support	Within 3 miles of Fire Severity Zone	N/A	<p>Schools receive the same support as Tier 1, with these additional supports:</p> <ul style="list-style-type: none"> Collaborating with school sites and the Transportation Services Division to develop comprehensive evacuation and relocation plans Having the Operations Coordinator conduct spot reviews of the Integrated Safe School Plan

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Level of Support	Number of Schools	Fire Severity Zone	Support Given
			(ISSP) to ensure accuracy and alignment with District protocols
Tier 3 - Enhanced Support	<u>26</u> Schools	High to Moderate Fire Severity Zone	<p>Schools receive the same support as Tiers 1 and 2, with these additional supports:</p> <ul style="list-style-type: none"> • Operations Coordinators provide hands-on support with the completion of the Integrated Safe School Plan (ISSP) • District coordinates site inspections with the Fire Department and Maintenance & Operations to maintain defensible space around school buildings by removing flammable vegetation and debris • Office of Emergency Management (OEM) conducts in-person reviews of REF-5451.3 (School Site Emergency/Disaster Supplies) to ensure compliance and readiness • Transportation Services stages buses for evacuation at or near school sites during Red Flag Warnings to support potential evacuations • District assists schools in maintaining updated emergency cards to facilitate relocation and reunification if needed
Tier 4 - Targeted Support	<u>98</u> Schools	Very High Fire Severity Zone	<p>Schools receive the same support as Tiers 1-3, with these additional supports:</p> <ul style="list-style-type: none"> • District will coordinate proactive relocation of students and staff when Red Flag Warnings are in effect and road access is compromised

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Level of Support	Number of Schools	Fire Severity Zone	Support Given
			<ul style="list-style-type: none"> • OEM provides in-person drill support to ensure readiness and effective practice of emergency procedures • OEM staff inventory Emergency Supplies Bins to confirm availability of required materials and equipment • Facilities staff support installation of exterior lighting with timers or motion sensors to improve visibility and deter potential arson • Guidance is provided for proper storage of trash receptacles, including recommendations to use metal lids and maintain distance from buildings • Facilities and OEHS assist with upgrading and maintaining air filtration systems, including more frequent filter changes and use of higher-efficiency models during fire season • District supports the development of shelter-in-place protocols for scenarios in which evacuation is not feasible • Student Health and Human Services offers resources and counseling to address the psychological impact of fires on students and staff • Post-incident assessments are conducted to evaluate structural damage and environmental hazards on campus • District ensures the restoration of essential utilities (e.g., water, power) prior to reopening

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Level of Support	Number of Schools	Fire Severity Zone	Support Given
			<ul style="list-style-type: none"> Facilities teams remove debris, damaged trees, and hazardous waste in coordination with safety inspections Schools are thoroughly evaluated for health and safety prior to the return of students and staff

Protocols/Guidance for Wildfires

Steps Schools Will Take Before a Wildfire

- Schools will complete the Wildfire annex in their Integrated Safe School Plan (ISSP).
- Schools will ensure that all emergency teams are fully staffed, especially fire and evacuation-related teams such as the Fire Suppression/HazMat team, the Safety Coordinator, the Assembly Area team, and the Request/Reunion Gate lead are aware of their assignments and familiar with the ISSP.
- Schools will provide all staff members with emergency training opportunities, such as Safety Training for Emergency Preparedness at Schools (STEPS) videos on MyPLN, Federal Emergency Management Agency (FEMA) courses, CPR with AED and First Aid classes through District Nursing Services and Community Emergency Response Team (CERT) training through local fire departments.
- In addition to the mandatory emergency drills, schools in the Fire Severity Zones will conduct a simulated evacuation drill and practice the parent reunification process.
- Plant Managers will conduct campus inspections to identify potential fire hazards, ensure all potentially combustible materials are stored securely, and maintain all fire extinguishers.

Steps Schools Will Take During a Wildfire

- Region Operations or Division of School Operations staff will reach out to the principal or their designee of the affected school and call for an early dismissal, relocation to an alternate site, shelter in place or campus closure.
- Principals will notify the staff of the directive, communicate the plan of action, and activate the appropriate Emergency Teams.

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3. Principals will communicate the plan of action to the students and will connect with other District departments such as Food Services, Transportation, and Division of Instruction, as well as the alternate relocation site that the school is evacuating to notify them of the plan and give an ETA for their arrival.
4. Principals will send a Connect message to families informing them of the decision. In the event of an early dismissal, families will be instructed to report to the Request gate and be required to bring photo identification. Transportation information will be provided for students who ride the bus. If the school is evacuating to an alternate site, families will be informed where the school is being relocated to.
5. If the air quality allows, students will relocate to the Assembly area until they are reunited with their families or evacuated via bus to the alternate site. If not, students will shelter in place in the classrooms until they are reunited with their families or on the bus. Teachers will take the emergency backpacks, as well as their personal items such as phones, wallets, and keys, when they leave their classrooms. They will ensure that all students are safely evacuated and accounted for at the Assembly site and the Relocation site, if the school is evacuated to an alternate site.
6. Transportation and LASPD will coordinate with local law enforcement and transportation agencies to ensure the school buses have safe passage in the ingress and regress of the school.
7. Students will be reunited with their parents following the Parent Reunification process. More Request Gate and Reunion Gate teams can be activated as necessary to ensure a quick and efficient reunification process.
8. District administrators will communicate with the principal to determine if/when it will be safe to return to the campus. Only the Superintendent of Schools has the authority to close schools. If a decision is made to do so, all students will be provided with continuity of learning options.

Steps Schools Will Take After a Wildfire

1. All affected schools will undergo inspections to ensure they are safe for students and staff to return to campus. These inspections will be conducted by Facilities, the Office of Environmental Health and Safety, and outside agencies as necessary.
2. Facilities, the Office of Emergency Management, and the Office of Environmental Health and Safety will work with outside agencies to ensure that utilities (water, electricity, etc.) are restored and functioning properly.

3. The Office of School Mental Health, along with the Region Office, will provide resources and support for students and staff who have been affected by the fire.
4. The Facilities Management branch will work with external partners to assist with clearing debris, removing damaged trees, and disposing of hazardous waste.
5. The Office of Environmental Health and Safety will work with external agencies to ensure the school is safe and healthy before it reopens to students and staff.
6. Principals will collaborate with key district personnel to develop talking points for phone calls from staff and parents, as well as media requests.
7. District administrators will meet with all stakeholders to debrief on the response, identify its strengths and weaknesses, and share their suggestions with the DSO.
8. Region Operations and DSO will conduct an after-action report process and implement necessary actions for improving future responses.

II. AIR QUALITY

Protocols/Guidance for Poor Air Quality

Steps Schools Will Take Before Smoky Conditions / Poor Air Quality

1. Principals will stay informed by signing up for alerts from South Coast AQMD and EPA Know Your Air Network.
2. The Facilities Management team will prepare indoor spaces by maintaining HVAC systems, installing MERV 13 filters, and designating clean air rooms.
3. Principals will collaborate with the Office of Emergency Management to update Safety Plans, including air quality in the ISSP, identify vulnerable individuals, and ensure staff training.
4. Region Operations and the Office of Communications will work with Principals to create and prepare messages to notify families and staff.
5. Principals will coordinate with the Office of Emergency Management and Facilities to ensure that the school has N95 masks, air purifiers, and HVAC filters have been replaced.

Steps Schools Will Take During Smoky Conditions/ Poor Air Quality

1. Principals will monitor air quality using Know Your Air Network and the South Coast Air Quality Management District (South Coast AQMD) resources.
2. Principals will use the Decision-Making Matrix to modify Outdoor Activities:

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- a. **AQI 0–100:** Normal outdoor activities proceed as usual.
 - b. **AQI 101–150:** Sensitive individuals (e.g., students with asthma) remain indoors.
 - c. **AQI 151–200:** All individuals remain indoors; all outdoor activities are canceled.
 - d. **AQI 201+:** Implement shelter-in-place protocols. The Superintendent may consider school closures.
3. School staff will maintain indoor air quality by closing windows, operating the HVAC system, and utilizing air purifiers.
 4. Principals will coordinate with nursing to identify and monitor individuals who are sensitive to medication, ensuring timely access to necessary medications.
 5. Region Operations and the Office of Communications will support Principals with drafting and disseminating messages, ensuring timely notification to families and staff.
 6. Principals will coordinate with Region Operations and the Division of School Operations to prepare for evacuation or Shelter-in-Place.
 7. Principals will coordinate with the Region Operations and follow guidance from the Office of Environmental Health and Safety to notify staff and families that outdoor activities have been canceled.
 8. Principals will ensure that schools maintain an adequate supply of N95 masks for both students and staff.
 - a. Note: Cloth or surgical masks are not effective against smoke.

Steps School Will Take After Air Quality Improves

1. Principals will collaborate with Region Operations and the Office of Environmental Health and Safety to verify that the Air Quality Index (AQI) is **100 or below** before resuming any outdoor activities.
2. Principals will notify staff, students, and families that air quality has improved and that normal operations, including outdoor activities, may resume.
3. Facilities will inspect and reset HVAC systems and replace filters as needed.
4. Principals will coordinate with school nurses to monitor and assist students and staff who may continue to experience respiratory or other symptoms related to the previous poor air quality.

5. Principals will debrief with the safety committee and update the Integrated Safe School Plan (ISSP) to reflect lessons learned and make necessary adjustments.

III. RAINSTORMS/HIGHWIND

Protocols/Guidance for Rainstorms and High Winds

Steps Schools Will Take Before Rain and Windstorms

1. The Office of Emergency Management will monitor weather alerts via the National Weather Service and the Los Angeles County Office of Emergency Management and updates will be shared with the Division of School Operations, which will communicate with Region Operations and, in turn, inform school Principals.
2. **Region Operations** and the **Office of Communications** will assist **Principals** in drafting and disseminating timely messages to families and staff.
3. Facilities will secure or store loose outdoor items such as tables, bins, signs, and temporary or lightweight structures.
4. Facilities will inspect drainage systems and roofs, clear gutters, and identify and report any leaks.
5. Facilities will prepare indoor spaces, and Principals will identify alternate indoor locations for activities. Facilities will ensure that windows and doors are securely fastened.
6. Region Operations and the Office of Communications will assist Principals in drafting and disseminating timely messages to families and staff.
7. Principals, in collaboration with facilities, will ensure emergency radios are charged and check that flashlights and batteries are available and functional.
8. Principals will meet with the safety committee and review the rain and storm procedures and update the Integrated Safe School Plan (ISSP).

Steps Schools Will Take During Rain and Windstorms

1. Principals will initiate shelter-in-place procedures. If classrooms are unsafe, alternative indoor spaces such as the auditorium, gym, or library will be used.
2. Principals will maintain regular contact with Region Operations and provide updates to families and staff. Radios will be used to keep the school staff informed.
3. Facilities will conduct an additional round of safety checks to ensure that all windows and doors are securely locked. Remove or secure any remaining hazardous outdoor items (e.g., bins, umbrellas, signs).

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4. Facilities will notify the principal of any power outages, and the principal will report outages to Region Operations for further action.
5. Region Operations will coordinate with the transportation division and LASPD to determine when road conditions are safe and release students accordingly.
6. Region Operations and the Office of Communications will support principals in creating and preparing storm-related notifications for families and staff.

Steps Schools Will Take After Rain and Windstorms

1. The Facilities and Office of Environmental Health and Safety (OEHS) will inspect for water intrusion, roof damage, and other hazards.
2. The Office of Environmental Health and Safety will address air quality and mold issues by ventilating indoor spaces, removing wet and damaged items, and promptly reporting any leaks.
3. The Office of Environmental Health and Safety will clean using personal protective equipment (PPE), avoiding contact with contaminated water, and ensure proper disposal of damaged items.
4. Student Mental Health and Wellness Services will provide counseling and support to students, staff, and their families.
5. Principals will convene the safety committee to debrief and update the Integrated Safe School Plan (ISSP) accordingly.

IV. FLOODING/TSUNAMI**Protocols/Guidance for Flooding or Tsunami****Steps Schools Will Take Before a Flood or Tsunami**

1. The Office of Emergency Management will identify schools in the tsunami hazard zones using FEMA maps and local maps.
2. The Office of Emergency Management will support principals in updating ISSP plans, with flood and tsunami procedures, and conducting regular evacuation drills.
3. OEM will coordinate with **local emergency response agencies** to align school protocols with city and county emergency plans.
4. Facilities, in coordination with school staff, will protect property by elevating electronics, securing vital documents, and distributing and positioning sandbags.

5. Principals will convene the safety committee to debrief and update the Integrated Safe School Plan (ISSP) accordingly.

Steps Schools Will Take During a Flood or Tsunami

1. **Principals** will ensure all staff and students **remain indoors and above ground**, avoiding contact with floodwater.
2. Upon a **Tsunami Warning**, the **Principal** will notify staff and students and **evacuate to higher ground** using designated routes.
3. The principal will provide updates using radios and PA systems.

Steps Schools Will Take After a Flood or Tsunami

1. The Office of Environmental Health and Safety will assess building safety and authorize reentry only when conditions are deemed safe.
2. Student Mental Health and Wellness Services will provide counseling and support for students, staff, and their families.
3. The Office of Environmental Health and Safety will clean using personal protective equipment (PPE), remove and dispose of contaminated items, and document the damage.
4. Principals will debrief the safety committee and update the ISSP.

V. EARTHQUAKES**Protocols/Guidance for Earthquakes****Steps Schools Will Take Before an Earthquake**

1. Principals will ensure that earthquake protocols are included in the school's Integrated Safe School Plan (ISSP).
2. Principals will conduct Drop, Cover, and Hold On drills, and ensure staff receive training in first aid and search and rescue procedures
3. The Facilities, Office of Environmental Health and Safety, and the Office of Emergency Management will inspect the campus, secure heavy items, inspect fixtures, and replenish emergency supplies.
4. Principals will conduct regular emergency drills and ensure emergency contact lists and reunification protocols are current and accessible.

Steps School Will Take During an Earthquake

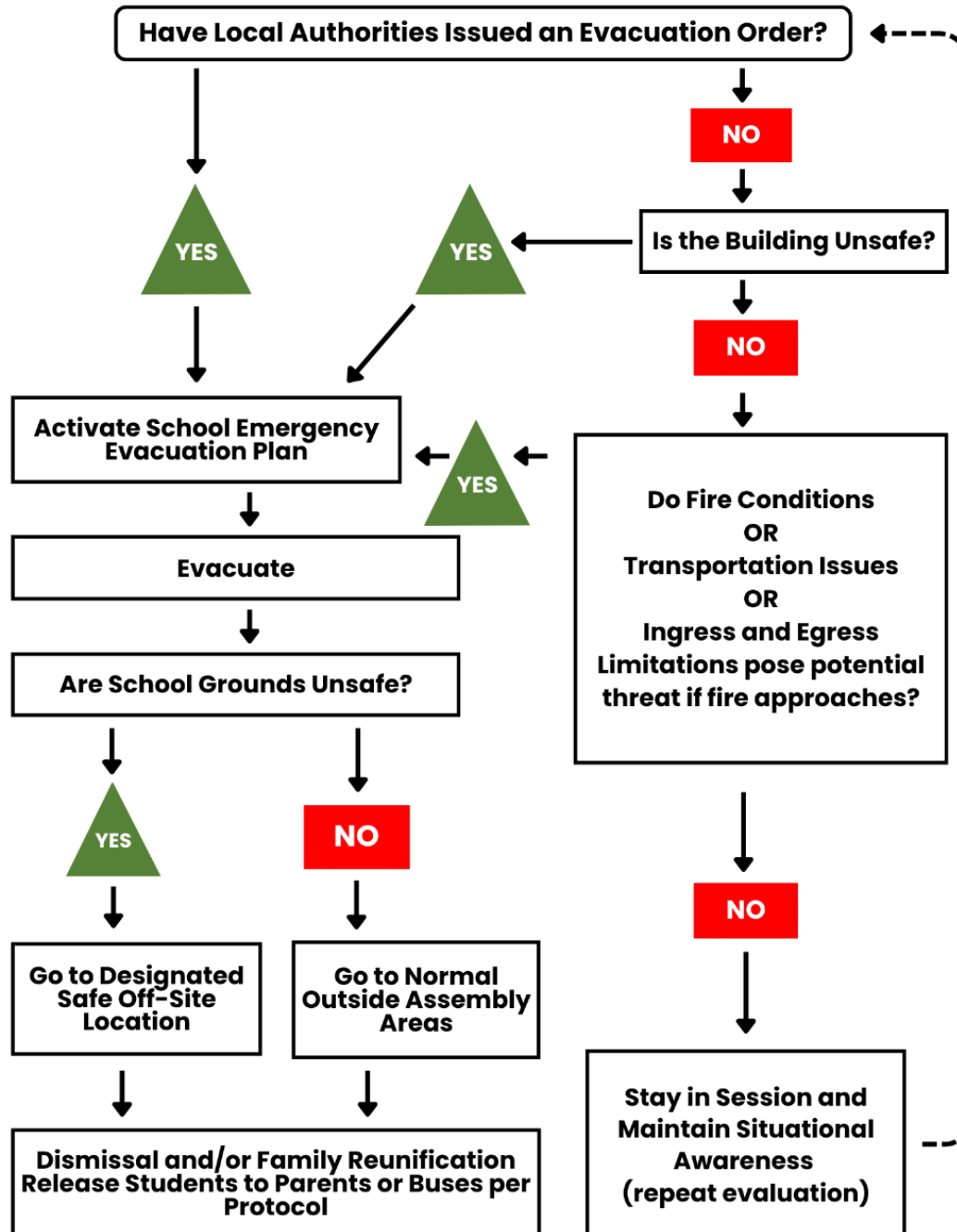
1. All individuals indoors will Drop, Cover, and Hold On, staying away from windows.

2. If any staff or students are outdoors, move to open areas away from hazards
3. If in a vehicle, safely stop and remain inside until the shaking ends.

Steps Schools Will Take After an Earthquake

1. All staff and students should evacuate using designated routes, bring emergency kits, and assemble in the designated areas.
2. Staff will use class rosters to ensure all students are accounted for and coordinate with emergency responders.
3. Facilities staff and the Office of Environmental Health and Safety (OEHS) will assess structural damage, provide first aid, inspect for hazards, and wait for official clearance before reentry.
4. Principals will inform families of the situation and oversee the safe reunification of students with authorized adults.
5. Region Operations and the Division of School Operations (DSO) will lead an after-action review, provide support to school teams, debrief staff, document incidents, and implement improvements for future responses.

Wildfire Decision-Making Tree



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Air Quality Index (AQI) Decision-Making Table for K-12 Schools

AQI Range	Level	Health & Precautions	K-12 School Actions	Color
0–50	Good	Satisfactory; no risk. No precautions.	Normal operations. All outdoor activities are allowed.	Green
51–100	Moderate	Acceptable, sensitive individuals reduce exertion.	Outdoor activities OK. Monitor asthma students.	Yellow
101–150	Unhealthy for Sensitive Groups	Sensitive groups reduce heavy exertion.	Move strenuous outdoor activities indoors for students who are sensitive to the elements.	Orange
151–200	Unhealthy	Everyone is at risk; sensitive groups are at greater risk. Reduce exertion.	All PE, recess, and sports indoors. Cancel trips. Notify families.	Red
201–300	Very Unhealthy	Serious risk to all. Stay indoors.	Suspend outdoor activities. Full HVAC. Notify the community.	Purple
301–500	Hazardous	Emergency conditions. Serious risk to all. Stay indoors.	Close the school if possible. Cancel activities. Notify health authorities.	Maroon

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Facility Readiness and Reopening Checklist

Task Category	Task Description	Responsible Party	Date Completed
Initial Damage Assessment	Conduct a facility damage assessment by structural engineers.	Facilities	
	Submit report to and obtain clearance from DSA (if Field Act-approved).	Facilities	
	Inspect for structural integrity (walls, roofs, foundations).	Facilities	
	Inspect portable classrooms, playgrounds, and athletic facilities.	Facilities	
	Document findings and recommended actions.	Facilities	
Health and Safety Clearance	Obtain air quality clearance from AQMD or the Public Health Office.	Office of Environmental Health & Safety	
	Verify HVAC systems for smoke, mold, soot, and functionality.	Office of Environmental Health & Safety/ Facilities	
	Test for mold, asbestos, and lead.	External Environmental Consultant/ Office of Environmental Health & Safety	
	Inspect water quality and plumbing.	Facilities and Office of Environmental Health and Safety	

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Task Category	Task Description	Responsible Party	Date Completed
	Clear debris, ash, and hazardous materials from the grounds.	Facilities	
	Disinfect indoor spaces by CDC/EPA guidelines.	Facilities	
	Engage pest control if a wildlife intrusion occurred.	Facilities / Pest Control	
Fire/Life Safety Systems	Test fire alarms, extinguishers, PA systems, etc.	Facilities/ Information Technology Services	
	Conduct sprinkler and suppression system inspections.	Facilities	
	Ensure exits and signage are visible and accessible.	Site Administrator / Facilities	
Utility Restoration	Ensure power, gas, water, and sewage are operational.	Facilities/ Utility Providers	
	Confirm safe reconnection with utility providers.	Facilities	
Indoor Air Quality	Replace HVAC filters, and flush the system (if smoke exposure).	Facilities	
	Monitor indoor air quality for 48 hours.	Office of Environmental Health and Safety	
	Deploy air purifiers to all classrooms and offices.	Facilities / Office of Environmental Health and Safety	
Grounds & Transportation	Inspect and clear access roads, drop zones, and bus routes.	Transportation/Los Angeles School Police Department/ Office of Emergency Management	

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Task Category	Task Description	Responsible Party	Date Completed
	Complete bus safety checks and confirm safe routes.	Transportation	
	Remove or secure damaged trees or poles.	Facilities	
Insurance & Compliance	Notify and coordinate with insurance providers.	Risk Management	
	Submit reports to Cal OES.	Risk Management	
	Ensure all repairs meet building codes.	Facilities	
	Review the Field Act and ADA compliance.	Facilities	
Communication	Hold an all-staff safety debrief and walkthrough.	Site Principal/Facilities/Region/ Office of Environmental Health and Safety	
	Communicate reopening timelines to families.	Communications/Region/ Site administrator	
	Provide mental health/trauma support resources.	Student Health and Human Services	
Academic Recovery	Ensure student records/materials are intact or replaced.	Division of Instruction/Region	
	Restock emergency supplies and first-aid kits.	Office of Emergency Management / School/ Region	
	Review/revise emergency plans and drills.	Site Administrator/Office of Emergency Management	
	Ensure food service access for vulnerable students and families.	Food Services	



ATTACHMENT E

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Task Category	Task Description	Responsible Party	Date Completed
Final Authorization	Obtain written clearance from the Fire Dept, Public Health, and DSA.	Facilities/Region/Office of Environmental Health and Safety	
	Notify CDE of reopening and compliance.	Region/Communications/Division of Instruction	