DIVISION OF DISTRICT OPERATIONS • EMERGENCY SERVICES

LES UNIFIED SCA EMERGENCY QUICK GUIDE FOR DISTRICT PROGRAMS ON A SCHOOL CAMPUS*

EARTHQUAKE (Drop, cover, hold on)

Protocol Review Frequency: Monthly

Signal: Command from program leader to drop or shaking felt

Procedures: Indoors: Drop to knees, facing away from windows • get under furniture/equipment • grasp furniture (table leg, etc.) with hands and hold tightly/cover head • wait quietly for further instructions Outdoors: Stay clear of buildings, power lines, light poles, etc. • drop to the ground • cover head • hold on to stable object if available • remain clear of obstacles, cautious of aftershocks and wait guietly for further instructions

All Clear: Announcement by program leader that incident is over

FIRE (School building or adjacent area burning)

Protocol Review Frequency: Monthly

Signal: Fire alarm or command from program leader to evacuate building

Procedures: Evacuate to designated areas guickly, guietly, and safely

• program leader will account for all and report missing team members to LASPD Dispatch • wait in designated areas for instructions

All Clear: Announcement by program leader that incident is over

SHELTER IN PLACE (Airborne contaminant, inclement weather, or other outside hazard)

Protocol Review Frequency: Monthly

Signal: Announcement from program leader/staff member

Procedures: Indoors: Stay inside • close and lock all doors, windows and blinds • turn off HVAC system • cover vents to the outside and cracks by doors and windows • program leader will account for all and report missing individuals to LASPD Dispatch • remain inside until the all-clear signal Outdoors: Proceed to the closest room and remain inside until the all-clear signal

All Clear: Announcement by program leader that incident is over

TAKE COVER (Gunfire nearby)

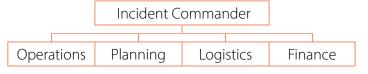
Protocol Review Frequency: Monthly

Signal: Command from law enforcement/program leader or gunfire nearby

Procedures: Indoors: Drop to knees with back to window, place head in lap and clasp hands behind the neck • wait guietly for instructions **Outdoors:** Seek any type of protection • drop to the ground with back to hazard and clasp hands behind the neck • remain in this position briefly and then seek protective cover • wait for further instructions

All Clear: Announcement by authorities/program leader that incident is over

Incident Command System (ICS) Structure*



LOCKDOWN (Threat of violence or gunfire on/near campus)

Protocol Review Frequency: First week of operations and monthly

Signal: Announcement from law enforcement/program leader

Procedures: Indoors: Stay quietly inside • close and lock all doors and windows • close blinds • turn off lights • move away from windows • program leader will account for all and report missing team members to LASPD Dispatch • remain in room until the all-clear signal/further instructions **Outdoors:** Proceed to the closest room and remain inside quietly until the all-clear signal/further instructions

All Clear: Announcement by program leader that incident is over

RAPID RELOCATION (Active shooter incidents meeting ONLY the specific criteria below)

Protocol Review Frequency: Monthly

Signal: Announcement or command from law enforcement/program Leader

An Active Shooter on campus requires the following two conditions:

One or more individuals with a firearm on site who has already killed 1 or wounded someone with the firearm AND

At least one of the following factors applies:

- Continues to shoot others 2
 - Actively seeks or attacks others
 - Has access to additional victims

If the above conditions apply, a Rapid Relocation may be necessary instead of remaining in a lockdown.

Procedures: Call 911

Know Before You Go:

STAY IN LOCKDOWN if you hear gunfire and cannot determine if

the incident meets active shooter criteria. Be absolutely certain that a Rapid Relocation is the safest course of action to immediately preserve lives and will not place individuals in the path of the gunman. Consider mobility, site layout and other facility and team member factors.

- Once in lockdown, only if safe relocate quickly by any safe exit away A from gunman and choose a safe path of travel.
- Find a safe destination; if at a school site, use the designated off-site relocation point (from the school's ISSP) if safe and feasible.
- С Remain calm along the route and at destination.

Program leader will account for all upon reaching a safe destination and will report missing individuals to LASPD Dispatch.

D All site team members must report to the program leader particularly if they ended up at an alternate safe location.

All Clear: Announcement by authorities that incident is over

If experiencing a life-threatening emergency, call 911 and notify supervisor. The Los Angeles School **Police Dispatch can** be reached at (213) 625-6631.

*This quick guide is to be used by District programs that are operating at a District school. If school is in session, the District program and school administration/staff will collaborate on emergency response under the direction of the principal. This quick quide does not replace the Emergency Classroom Quick Guide used by all schools when in session.

EMERGENCY RESPONSE TIPS

Your initial response is critical – Stay calm and take a deep breath

Look for immediate danger(s)

Know site layout and resources, District emergency protocols and school's ISSP

Incidents usually don't follow a set of rules

Be ready to assume new duties at any time – be flexible

Ask for assistance if needed

FIRST AID TIPS

Unconscious victims: Always call 911 • begin CPR if needed

Severe muscle, bone, or joint injuries: Immobilize injured parts

Major open wounds: Cover with dressing (preferably sterile) • elevate affected area if no broken bones • bandage • apply pressure if needed

Shock: Always call 911 • lay victim flat • elevate legs if no injuries to head, neck or back • maintain normal body temperature • cover with blanket or jacket

EMERGENCY SUPPLIES

 \checkmark Container of emergency supplies on site \checkmark

- Search and rescue for staff
- Emergency water and food Emergency first aid kits
- Site/off-site location (ISSP) maps
- Fire extinguishers

PERSONAL PREPAREDNESS

Prepare your family at home – Store 7 days of food, water, medications, and other essentials and create a family disaster plan.

Stash personal emergency supplies – Keep your own essential supplies in your car and in your work area, if possible.

Train for emergency situations – STEPS, CERT, FEMA and others offer useful programs: <u>http://achieve.lausd.net/STEPS</u>.

Download the LAUSD Emergency Plan app: Search for "Crisis Manager" in the app store for your device: <u>http://achieve.lausd.net/emergencyapps</u>.

OTHER EMERGENCY-RELATED RESOURCES

LAUSD Safety Training for Emergency Preparedness at Schools (STEPS): <u>achieve.lausd.net/steps</u>

You're On Your Own for 7 Days: <u>achieve.lausd.net/yoyo7</u>

American Red Cross of Los Angeles: <u>redcrossla.org</u>

California Office of Emergency Services: caloes.ca.gov

Community Emergency Response Team (CERT): <u>achieve.lausd.net/cert</u>

Earthquake Country Alliance: earthquakecountry.org

Emergency Preparedness for People with Disabilities: <u>ready.gov/disability</u>

Federal Emergency Management Agency (FEMA): fema.gov

Great California ShakeOut: shakeout.org

LA City Emergency Management Department: emergency.lacity.org

LA County Emergency Survival Program: <u>https://ready.lacounty.gov/</u> emergency-survival-guide/

LA County Public Health: <u>publichealth.lacounty.gov</u> National Weather Service: <u>weather.gov</u>

Personal and Family Emergency Information: ready.gov

United States Geological Survey: <u>usgs.gov</u>

LAW ENFORCEMENT CONSULTATION

Immediately consult with the LASPD or local law enforcement for incidents such as:

- Weapons
- Drugs
- Suspicious activity
- Intruder
- Threats

Site should be advised by LASPD/local law enforcement if site operations must be ceased. If site is under imminent threat, program leader can make determination to stop operations. Division lead and LASPD should be consulted for support. Program leader shall promptly notify their division leadership of site closure and/or significant impact to the site.

All LAUSD employees are mandated child abuse reporters and must follow LAUSD child abuse reporting procedures.

ACCESS AND FUNCTIONAL NEEDS

Ensure that any individuals with disabilities are supported including:

- ✓ Notification of an emergency and communication
- **Evacuation**
- Personal care assistance
- Medication and medical protocols

Consider sharing your individual needs with site leadership.

ADDITIONAL CONSIDERATIONS

If on a school campus and a major emergency/disaster

takes place while school is in session, site team should follow/ support the school's Integrated Safe School Plan (ISSP) and take direction from the principal/designee.

For all non-life threatening emergencies, the site can contact LASPD at 213-625-6631 for support and consultation.

Site should have a designated program leader for emergency purposes/roles.

If during an emergency site has **members of the public** who remain on campus, site staff members will guide the public as site follows emergency response protocols.

Post this quick guide and LAUSD Emergency Plan app information where visible and accessible to all.

If experiencing a life-threatening emergency, call 911 and notify supervisor. The Los Angeles School Police Dispatch can be reached at (213) 625-6631.

