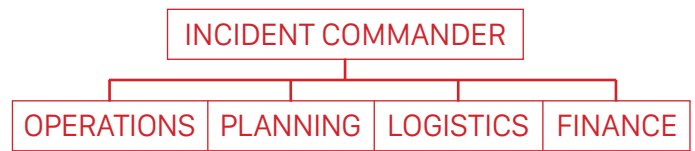


OFFICE OF EMERGENCY MANAGEMENT
EMERGENCY
 Classroom Quick Guide

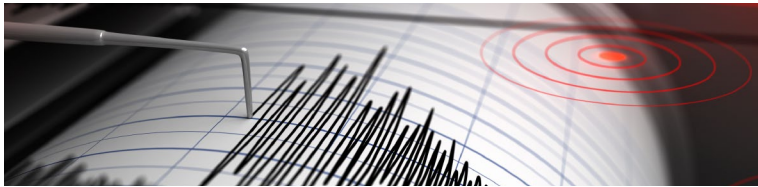
Incident Command System (ICS) Structure



EARTHQUAKE (Sustained ground shaking)

Drill Frequency: Monthly practice including summer session
Signal: Command from staff member or shaking felt
Procedures: Inside Classroom: Drop/cover/hold on under furniture; drop to knees away from windows • grasp furniture tightly (table leg, etc.) with hands and cover head • wait quietly for further instructions. **On school grounds, outside buildings:** Drop/cover/hold on; stay clear of buildings, power lines, light poles, etc. • drop to the ground • cover head • hold on to stable object if available • wait quietly for further instructions.

All Clear: Announcement by staff member that incident is over



FIRE (School building or adjacent area burning)

Drill Frequency: First week of ES/MS until proficient, then once per month; at HS, first week & each semester; summer session
Signal: Fire alarm
Procedures: Evacuate with rosters to designated areas quickly, quietly, and safely • account for all and report missing students • wait in designated areas for instructions.

All Clear: Announcement by staff member that incident is over

SHELTER IN PLACE (Airborne contaminant or other outside hazard)

Drill Frequency: Review once a semester and summer session
Signal: PA announcement, phone call, messenger, or email
Procedures: Inside Classroom: Bring students inside • close and lock all doors, windows and blinds • turn off HVAC system • cover vents to the outside and cracks by doors and windows • report missing students • remain in room until the all-clear signal. **On school grounds, outside buildings:** Proceed to the closest room and remain inside following the above procedures until all-clear signal.

All Clear: Announcement by staff member that incident is over

TAKE COVER (Gunfire nearby)

Drill Frequency: Review once a semester and summer session
Signal: Command from staff member or gunfire nearby
Procedures: Inside Classroom: Drop to knees with back to window, place head in lap and cover head with hands • wait for instructions. **On school grounds, outside buildings:** Seek any type of protection • drop to the ground with back to hazard and cover head with hands • remain in this position briefly and then seek protective cover • wait for further instructions.

All Clear: Announcement by authorities that incident is over

LOCKDOWN (Threat of violence or gunfire)

Drill Frequency: Within the first 30 days of student in-person classes each semester including summer session
Signal: PA announcement, phone call, messenger, or email
Procedures: Inside Classroom: Bring students inside • close and lock all doors, windows and close blinds • cover all windows including those in/next to door • turn off lights, and silence cell phones • move students away from doors and windows • report missing students • remain in room until the all-clear signal. **On school grounds, outside buildings:** Proceed to the closest room and remain inside following the above procedures until the all-clear signal.

All Clear: Announcement by staff member that incident is over

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

Drill Frequency: Oral review with staff only once a semester and during summer session
Signal: PA announcement or command from staff member
An Active Shooter on campus requires the following two conditions:

- 1 One or more individuals with a firearm on school grounds who has already shot or attempted to shoot someone **AND**
- 2 At least one of the following factors applies:
 - Continues to shoot others
 - 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 the lives of students and will not place students in the path of the shooter. Consider age, mobility, cognition, school layout, and other school factors.

- A Relocate quickly (preferably to a designated off-site location) by any safe exit away from shooter and choose a safe path of travel.
- B Find a safe destination if one of the designated location points is not feasible.
- C Supervise and calm students along the route and at destination.
- D Account for students upon reaching destination and report to administrator or LASPD.

All Clear: Announcement by authorities that incident is over

For life-threatening emergencies, call 911 and then call the Los Angeles School Police Department at 213-625-6631.



Office of Emergency Management

OEM@lausd.net • 213-241-3889 • <https://achieve.lausd.net/oem>

INDIVIDUAL EMERGENCY RESPONSE TIPS

Your initial response is critical - Stay calm, take a deep breath, and check your setting

Look for immediate danger(s) to yourself and others

Know your specific responsibilities during emergencies

Incidents usually don't follow a set of rules

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

Ask for assistance; share the response effort

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 AT ALL LAUSD SCHOOLS

- Three-day supply of water and food for students and staff
- Storage containers for emergency supplies
- Search and rescue equipment
- Emergency first aid kits

INDIVIDUAL PREPAREDNESS TIPS

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 classroom/office.

Train for emergency situations - [STEPS](#), [CERT](#), [FEMA](#), [Red Cross](#) and others offer useful programs.

Download the LAUSD Emergency Plan app.

Know your Integrated Safe School Plan (ISSP).

Access the following for more information:

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

Personal and Family Emergency Information: ready.gov

ADDITIONAL RESOURCES

Parent Emergency Information for LAUSD:

achieve.lausd.net/pei

California Office of Emergency Services: caloes.ca.gov

Earthquake Country Alliance: earthquakecountry.org

Great California ShakeOut: shakeout.org

LA City Emergency Management Department:

emergency.lacity.org

LA County Emergency Survival Program: espfocus.org

LA County Public Health: publichealth.lacounty.gov

Readiness and Emergency Management for Schools:

rems.ed.gov

United States Geological Survey: usgs.gov

INTERVENTION ACTIVITIES AFTER A CRISIS

- Avoid media stories about the event
- Engage in play activities
- Paint or draw pictures reflecting feelings
- Write in a journal
- Read and discuss stories
- Create a banner to reflect positive thoughts about those impacted by the crisis
- Make a memory book or chart reflecting positive thoughts and actions
- Take part in individual and group counseling
- Take care of yourself; get proper rest, nutrition, exercise, and medical care
- Follow Psychological First Aid recommendations

PLANNING FOR STUDENTS WITH FUNCTIONAL NEEDS

Create an individual evacuation and care plan for all students with disabilities who may need extra assistance in an emergency. Consider the following needs:

- Notification of an emergency and communication
- Evacuation
- Personal care assistance and supervision
- Shelter
- Medication and medical protocols

Access <https://achieve.lausd.net/AFN> and Emergency Preparedness for People with Disabilities at ready.gov/disability for resources.

LEGAL REFERENCES

California Govt. Code Section 3100 - All public personnel, including school district and charter school employees, can be declared Disaster Service Workers. As Disaster Service Workers, they can be held at the work site and assigned disaster relief activities to perform until released during a disaster declared by the President or the Governor or proclaimed by the Mayor.

California Education Code Sections 35295-35297 - Requires a comprehensive school safety plan updated annually, emergency drills, hazard mitigation and training.

For life-threatening emergencies, call 911 and then call the Los Angeles School Police Department at 213-625-6631.

