


Emergency Preparedness: Overview of Select Resources and Protocols

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Coordinator**

**Office of Emergency Management
Los Angeles Unified School District**

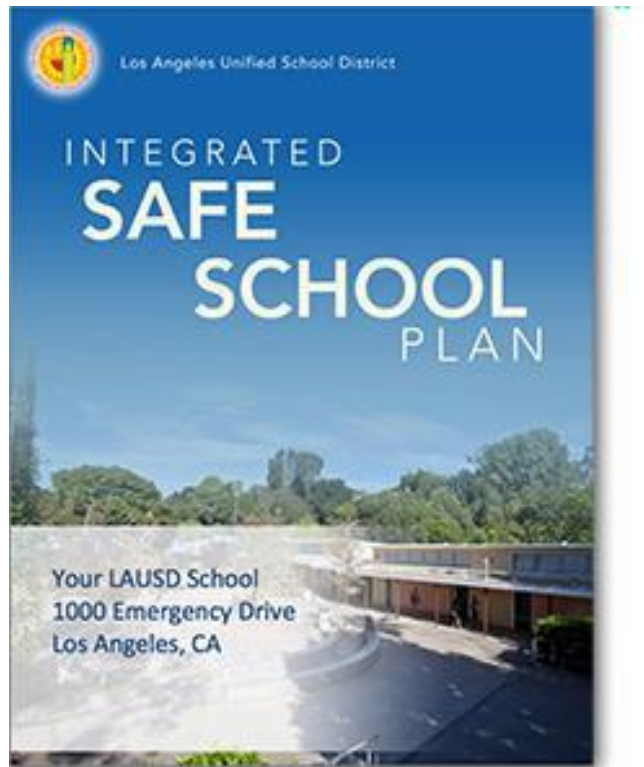


Please sign in using the
Google form.
Link is posted in the chat.

- 
- District Protocols
 - School-Level Preparedness
 - Emergency Operations Center
 - Disaster Service Workers
 - Considerations for Home Preparedness

District Protocols

Integrated Safe School Plan



Reference Guide 5511: Completing and Updating the ISSP

ISSP- Emergency View, School Emergency Teams

School Emergency Team	Emergency Functions
▼ Other Emergency Team	
Search and Rescue Teams	Security / Utilities Team
Security / Utilities Team	
Triage Team	Triage Team
Assembly Area Team	
Fire Suppression / HazMat Team	Assembly Area Team
School Site Crisis Team	
Supply / Equipment Team	Fire Suppression / HazMat Team
Request Gate Teams	
Reunion Gate Teams	School Site Crisis Team
Documentation / Communication	
Transportation Support Position	
Manager of School	Supply / Equipment Team

ISSP- Emergency View, Emergency Functions

School Emergency Team	Emergency Functions	Emergency Threats and Hazards	Plans and Maps
Emergency Functions			
Accounting for All Persons	Accounting for All Persons		
All Clear	All Clear		
Drop, Cover and Hold On	Drop, Cover and Hold On		
Evacuate Building	Evacuate Building		
Lockdown	Lockdown		
Notifications			
Rapid Relocation			
Relocation (Off-Site Evacuation)			
Shelter In Place			
Student Reunification			

<https://issp.lausd.net/>

ISSP- Emergency View, Emergency Threats and Hazards

School Emergency Team	Emergency Functions	Emergency Threats and Hazards
Emergency Threats and Hazards		
Active Shooter / Gunfire		Active Shooter / Gunfire
Aircraft / Vehicle Crash		Aircraft / Vehicle Crash
Animal Disturbance		Animal Disturbance
Bio Chem / Hazmat		Bio Chem / Hazmat
Bomb Threat / Suspicious Package		Bomb Threat / Suspicious Package
Bus Disaster		
Crisis Response		
Demonstration / Walkout		
Disorderly Conduct		
Earthquake		
Explosion		
Fire		

<https://issp.lausd.net/>

ISSP- Quick Reference Guide

Current Integrated Safe School Plan

Version	Submitted	Emergency View
2021.1	8/4/2021	
		Planning View
	Last Revision	Download
	8/4/2021	

Safe School Plan

Schools Activities Resources

School Details
Schools at this Site
School Staff
Floor Plans and Maps
Bell Schedule
Current Plan
Archived Plans

Current Plan
SSP_K-12_test

Document Name	Date	Plan Cycle	Version
ISSP SSP_K-12_test.2021.1.pdf	8/5/2021	2021	2021.1
ORG SSP_K-12_test.2021.1.pdf	8/5/2021	2021	2021.1
SIGNATURE PAGE SSP_K-12_test.2021.1.pdf	8/5/2021	2021	2021.1
Tsunami SSP_K-12_test.2021.1.pdf	8/5/2021	2021	2021.1

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<https://issp.lausd.net>



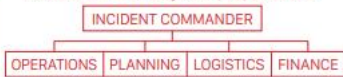
Emergency Classroom Quick Guide

Emergency Classroom Quick Guide



OFFICE OF EMERGENCY MANAGEMENT **EMERGENCY** Classroom Quick Guide

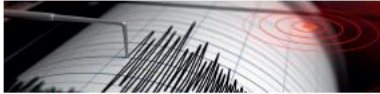
Incident Command System (ICS) Structure



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



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

REV. AUGUST 2022

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/near 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.



Emergency Classroom Quick Guide

Emergency Classroom Quick Guide

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/you7](https://www.achievethecore.org/afn/)
Personal and Family Emergency Information: [ready.gov](https://www.ready.gov/)

ADDITIONAL RESOURCES

Parent Emergency Information for LAUSD: [achieve.lausd.net/pe](https://www.achievethecore.org/afn/)
California Office of Emergency Services: [caloes.ca.gov](https://www.caloes.ca.gov/)
Earthquake Country Alliance: [earthquakecountry.org](https://www.earthquakecountry.org/)
Great California ShakeOut: [shakeout.org](https://www.shakeout.org/)
LA City Emergency Management Department: [emergency.lacity.org](https://www.emergency.lacity.org/)
LA County Emergency Survival Program: [espfocus.org](https://www.espfocus.org/)
LA County Public Health: [publichealth.lacounty.gov](https://www.publichealth.lacounty.gov/)
Readiness and Emergency Management for Schools: [rems.ed.gov](https://www.rems.ed.gov/)
United States Geological Survey: [usgs.gov](https://www.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](https://www.achievethecore.org/afn/) and Emergency Preparedness for People with Disabilities at [ready.gov/disability](https://www.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.



Emergency Plan App for LAUSD

FREE Emergency Plan Apps for LAUSD

Versions of the app are customized for employees and parents/students. Both apps are free and are available from *CrisisManager* in app stores for android/ios smartphones and tablets.

LAUSD Staff/Responder Emergency Plan app is available to ALL District employees and local first responders. The app includes 21 categories of emergency response procedures, all taken from the Districtwide LAUSD Integrated Safe School Plan template.

LAUSD Community Emergency Plan app is available in English and Spanish for parents/guardians, students, and members of the public seeking LAUSD emergency preparedness information. This app contains information about how LAUSD schools prepare for and respond to a variety of emergencies and crises, including how parents and guardians are notified, how families will be reunited by the school in an emergency, and offers resources families can access.



Download *CrisisManager*

iTunes App Store for Apple devices:



Google Play for Android devices:



On your smartphone or tablet, visit the app store for your device. Search for *SchoolDude CrisisManager*. Create an account using your district (or first responder agency) email address if downloading staff/responder plan. Or scan the appropriate QR code above with your device.

Emergency Plan App for LAUSD

Initial Response Actions

Drop, Cover and Hold On
Shelter-In-Place
Lockdown
Evacuate Building
Relocation
All Clear

Emergency Procedures

Active Shooter on Campus
Aircraft Crash
Animal Disturbance
Biological or Chemical Release
Bomb Threat
Bus Disaster
Disorderly Conduct
Earthquake
Explosion/Risk of Explosion
Fire in Surrounding Area
Fire on School Grounds
Flooding
Loss or Failure of Utilities
Motor Vehicle Crash
Public Health Emergencies
Psychological Trauma
Suspected Contamination of Food or Water
Threat of Violence
Tsunami Response
Unlawful Demonstration/Walkout

Emergency Plan App for LAUSD



District Emergency-Related Documents


LAUSD Emergency-Related Documents

	REFERENCE GUIDES	
REF-6537.2	Inter-Campus/Districtwide Safety Communications Test	02/14/22
REF-5511.11	Completing and Updating the Integrated Safe School Plan 2021-2022	08/16/21
REF-5451.2	School Site Emergency/Disaster Supplies	08/15/16
REF-5450.1	School Emergency Response Boxes	03/19/13
REF-5803.6	Emergency Procedures, Drills and District-Wide Exercises	02/14/22
REF-5706.2	School Procedures During Inclement Weather	11/16/15

How might you support your school with emergency preparedness?

- Explore and become familiar with the Emergency View of your school's ISSP
- Explore and become familiar with the Quick Reference Guide (QRG) of your school's ISSP
- Download and review the free [Emergency Plan App for LAUSD](#)
- Consider the opportunity to serve on the School Safety Committee
- Participate in emergency preparedness trainings, such as [Community Emergency Response Team](#) training
- Serve on an emergency team





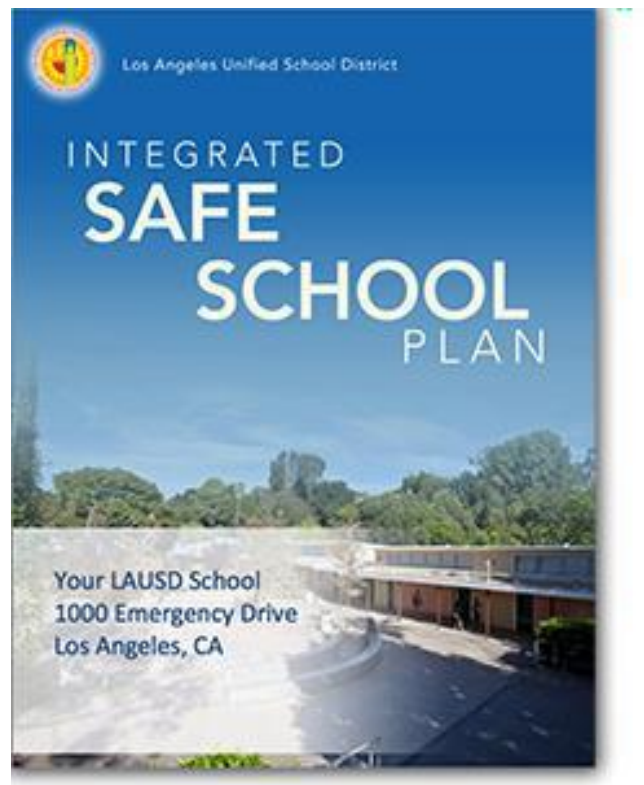
What should you expect
to see at the school site
level?

School-Level Preparedness

- ✓ISSP
- ✓Emergency Drills
- ✓Emergency Supplies
- ✓Classroom Preparedness
- ✓Trainings
- ✓Opportunity for Involvement



Integrated Safe School Plan



Emergency Drills

- Fire
- Earthquake
- Lockdown
- Shelter in Place
- Take Cover
- Rapid Relocation (staff only)



Practice emergency drills regularly so that emergency procedures become more familiar.

Emergency Drills- Frequency

Type	Elementary	Middle	Sr. High and Adult
Fire	First week* of school until proficient, then once per month* at minimum, including summer school.	First week* of school until proficient, then once per month* at minimum, including summer school.	First week* of school until proficient, then once per semester* at minimum, including summer school.
Lockdown	Within the first 30 days* of student in-person classes once per semester at minimum, including summer school.	Within the first 30 days* of student in-person classes once per semester at minimum, including summer school.	Within the first 30 days* of student in-person classes once per semester at minimum, including summer school.
Earthquake (Drop/Cover/Hold On)	Once per month* at minimum, including summer school.	Once per month* at minimum, including summer school.	Once per month* at minimum, including summer school.
Shelter-in-Place	Oral review or drill once per semester* at minimum, including summer school.	Oral review or drill once per semester* at minimum, including summer school.	Oral review or drill once per semester* at minimum, including summer school.
Take Cover	Oral review or drill once per semester* at minimum, including summer school.	Oral review or drill once per semester* at minimum, including summer school.	Oral review or drill once per semester* at minimum, including summer school.

*Emergency drills are only required in months that students attend classes in person.

Note: Review with staff only once per semester, the Rapid Relocation Procedures for active shooter incidents meeting the specific criteria in BUL-5469.2.



Fall 2022 Drill Schedule



Fall 2022 Emergency Activities for LA Unified Schools, August - December

Date	Activity	Required	Drill Evaluation*	Information
AUGUST				
8/15 – 8/19	Fire Drill (first week of school until proficient)	All Schools	Submit by 8/31	REF 5803.6
8/15 – 8/31	Monthly Earthquake Drop/Cover/Hold On Drill	All Schools	Submit by 8/31	REF 5803.6
SEPTEMBER				
8/15 – 9/28	Fall Lockdown Drill	All Schools	Submit by 9/30	REF 5803.6
9/1 – 9/30	Monthly Earthquake Drop/Cover/Hold On Drill	All Schools	Submit by 9/30	REF 5803.6
9/1 – 9/30	Monthly Fire Drill	Elementary and Middle Schools	Submit by 9/30	REF 5803.6
OCTOBER				
8/12 – 10/3	Integrated Safe School Plan (ISSP) Submitted	All Schools	Submit by 10/3	REF 5511.12
Week of 10/17	Districtwide Communications Test ("All Call")	No School Action Needed	None	REF 5493.1
10/18	Districtwide Fall Radio Test	All Schools	Submit by 10/31	REF 6537.2
10/20	2022 Great California Shakeout (Earthquake Drill)	All Schools	Submit by 10/31	REF 5803.6
10/3 – 10/31	Monthly Fire Drill	Elementary and Middle Schools	Submit by 10/31	REF 5803.6
NOVEMBER				
11/1 – 11/30	Monthly Earthquake Drop/Cover/Hold On Drill	All Schools	Submit by 11/30	REF 5803.6
11/1 – 11/30	Monthly Fire Drill	Elementary and Middle Schools	Submit by 11/30	REF 5803.6
DECEMBER				
12/1 – 12/16	Monthly Earthquake Drop/Cover/Hold On Drill	All Schools	Submit by 12/16	REF 5803.6
12/1 – 12/16	Monthly Fire Drill	Elementary and Middle Schools	Submit by 12/16	REF 5803.6
FALL SEMESTER				
8/12 – 12/1	Emergency Bin and Supplies Inventory	All Schools	Submit by 12/1 in Admin Cert	REF 5451.2
8/15 – 12/16	Semester Fire Drill	Senior High & Adult Schools	Submit by 12/16	REF 5803.6
8/15 – 12/16	Semester Shelter in Place Oral Review/Drill	All Schools	Submit by 12/16	REF 5803.6
8/15 – 12/16	Semester Take Cover Oral Review/Drill	All Schools	Submit by 12/16	REF 5803.6
8/12 – 12/16	Semester Rapid Relocation Review (Staff ONLY)	All School Staff	Submit by 12/16	REF 5469.2
8/15 – 12/16	Fall 2022 Emergency Drill/Radio Test Evaluations	All Schools	Submit by 12/16	REF 5803.6

All Fall Semester emergency drills should be entered into the [drill evaluation system](#) before Winter Break.

* Per [REF 5803.6](#) all drills should be documented within 5 days of the drill.

Office of Emergency Management DEM@lausd.net

Los Angeles Unified School District EMERGENCY PROCEDURES/DRILL

IN PROGRESS:
SCHOOL NOT CURRENTLY
ACCESSIBLE TO PUBLIC.
For further information, please call

Distrito Escolar Unificado De Los Angeles
**PROCEDIMIENTOS DE
EMERGENCIA / EJERCICIOS**

EN PROGRESO
LA ESCUELA NO SE ENCUENTRA
ACTUALMENTE ACCESIBLE AL PUBLICO
Para mas information, por favor llame al

Access and Functional Needs (AFN)

- Mobility
- Visual
- Hearing
- Communication
- Cognitive
- Special Healthcare Needs
- Behavioral

AFN Considerations:

Do they fully participate in all drills?

Do you have the additional supplies they may need?

Who will need assistance to evacuate?

Do you have a plan to assist them and shelter them?

Are your search & rescue and first-aid teams familiar with their needs?

Learn about your community's emergency plans



Access <https://achieve.lausd.net/afn>



School Emergency Information for Parents

The safety of children is the top priority in the Los Angeles School District during a disaster! We plan and prepare for various emergency situations and work to mitigate hazards of all kinds in and around our schools. Schools hold regular emergency drills, covering fire, earthquake, chemical spill, and dangerous person scenarios annually.

<https://achieve.lausd.net/pei>


Los Angeles Unified School District

PARENTS - DO YOU KNOW HOW YOUR CHILD'S SCHOOL PREPARES FOR EMERGENCIES?



School Emergency Information for Parents

The safety of children is the top priority in the Los Angeles Unified School District during a disaster! We plan and prepare for various emergency situations and work to mitigate hazards of all kinds in and around our schools. Schools hold regular emergency drills, covering fire, earthquake, chemical spill, and dangerous person scenarios annually.

How Do Parents Prepare for Emergencies?

School Response to Emergencies:

In case of an emergency situation, school personnel have been trained, and will respond quickly to protect children. If the emergency is a fire, earthquake, or other disaster, school personnel will determine that it is safe to evacuate the building. If there is an emergency, students will be taken to an outdoor area or sheltered area, and will be instructed to stay in that area until the all-clear is given. If there is a lockdown, students will be taken to a safe area and will be instructed to stay in that area until the all-clear is given. If there is a dangerous person situation, students will be taken to a safe area and will be instructed to stay in that area until the all-clear is given.

For more information, click on the links below:


- Earthquake
- Fire
- Tsunami
- Lockdown
- Shelter in Place
- Public Health

Communicating with the School during an Emergency
 Family Reunification Following an Emergency
 How Parents can be Better Prepared

Site Created by: LACOE Learning Communications & Web Services Branch | © 2011 Los Angeles Unified School District

PARENT EMERGENCY INFORMATION.LAUSD.NET





What do you anticipate with respect to conducting emergency drills?

Emergency Supplies

School emergency supplies are kept at every site.

A cargo container (emergency bin) of emergency supplies is on every school campus.



Emergency Supplies



Emergency water is the most important item to consider when preparing for an emergency.

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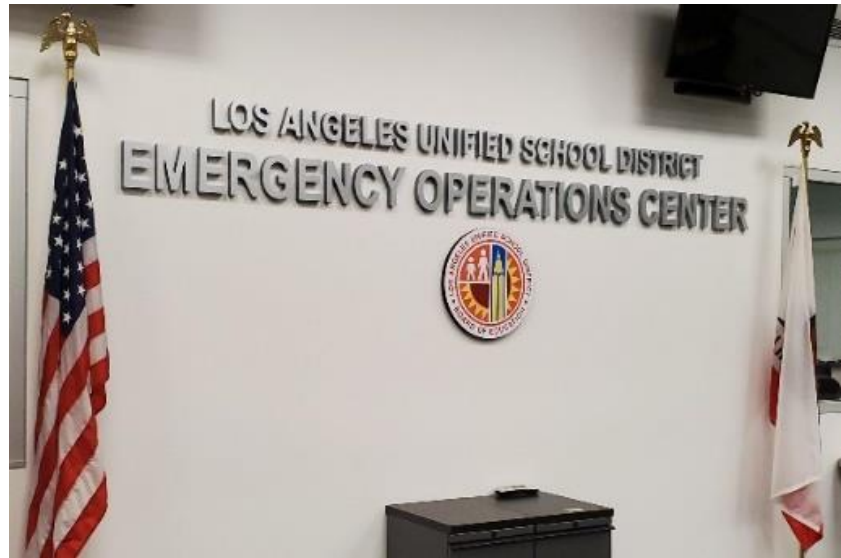


District commercial First Aid kits should be in each emergency bin.

In an emergency, schools will need an area for a latrine. Toilet can be assembled with supplies from the emergency bin.

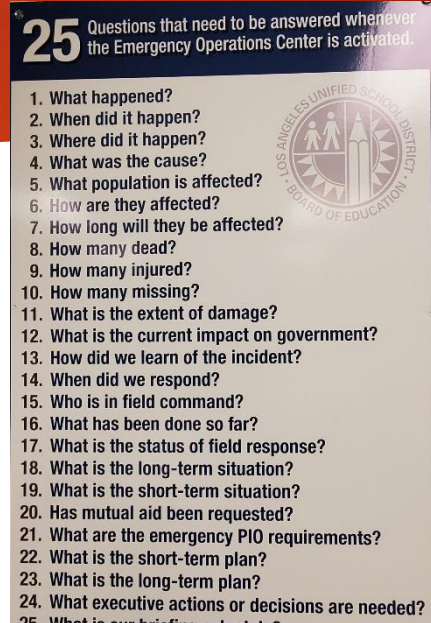


Emergency Operations Center



Emergency Operation Center

- What is it?
- Where is it?
- What resources does it have?
- Who works there?
- When is it used?

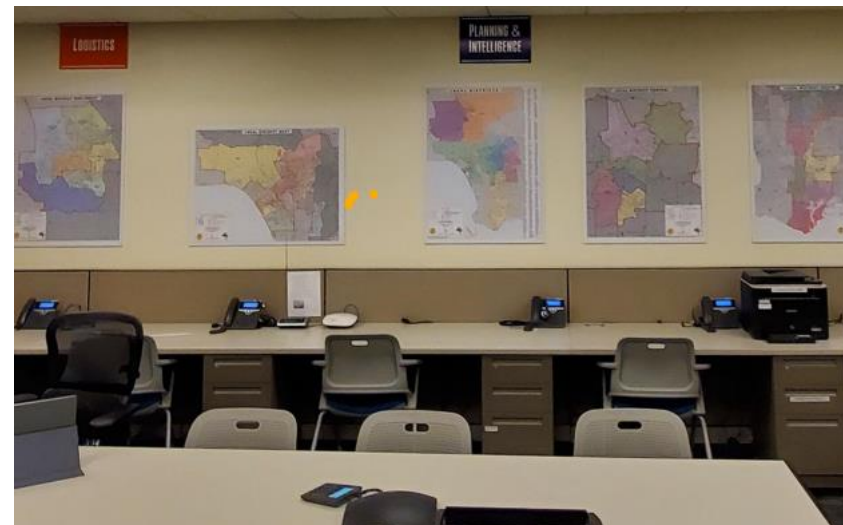


Emergency Operation Center

Other Details:

- Activation levels
- EOC Leadership

[OEM EOC webpage](#)



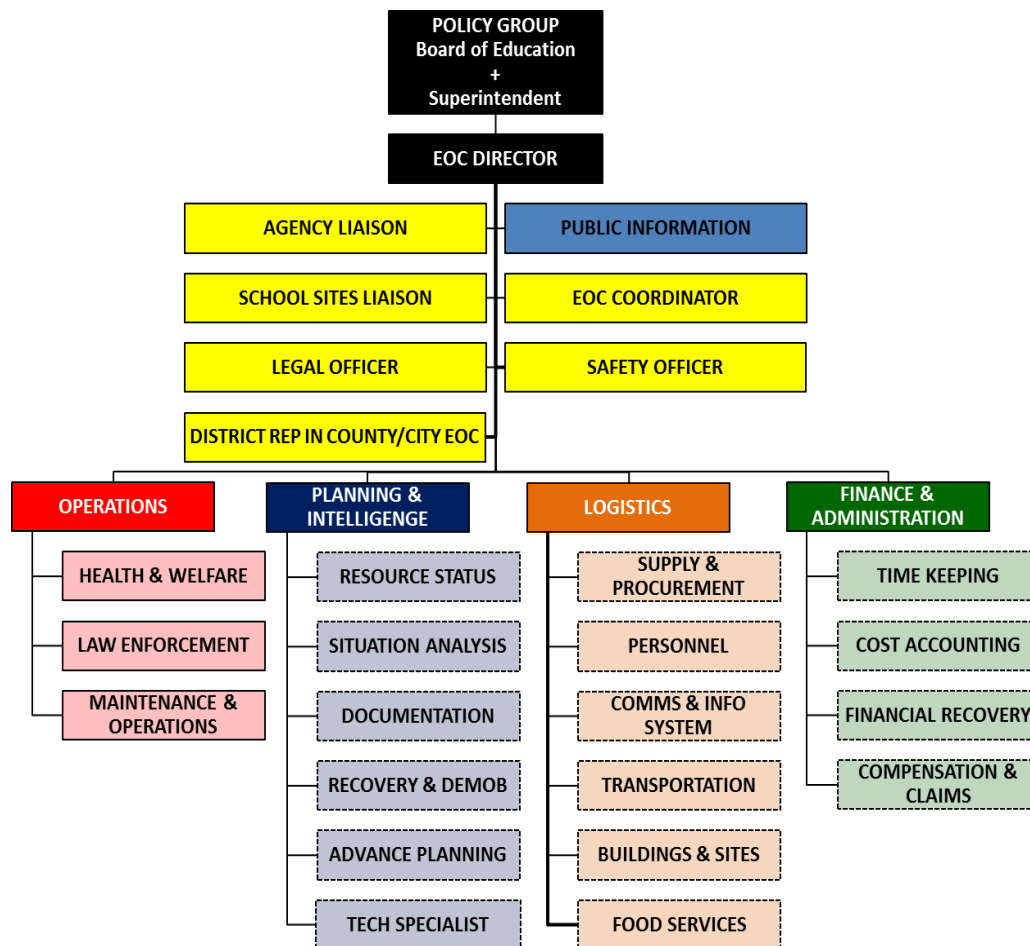
Emergency Operation Center

- **EOC Functions**
- **Activation**
- **Situation Analysis**
- **Incident Briefing**
- **Incident Action Plan**
- **Resource Management**
- **Incident Management**

[LAUSD EOC Resources](#)

EOC Leadership

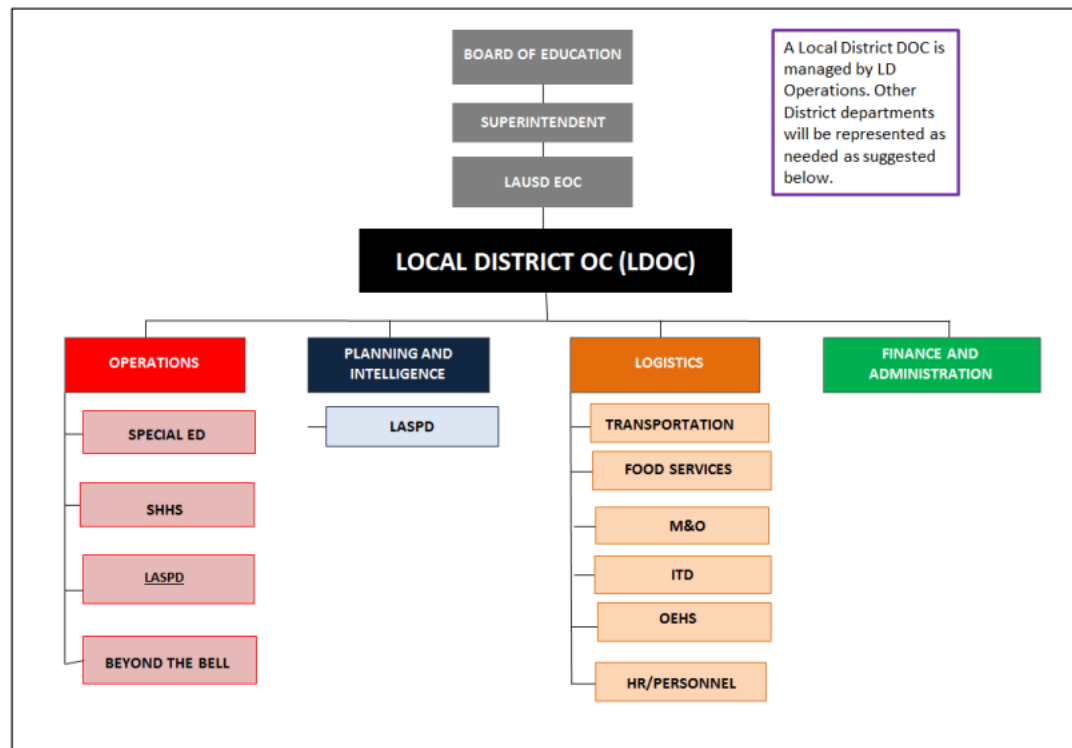
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LDOC

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SUGGESTED LDOC ORGANIZATION



Disaster Service Workers



When disaster strikes, by law, all District employees become “disaster service workers*.”

— AND —

As District employees, we cannot abandon our responsibility to the students and one another.



We may not be able to be with
our loved ones during a disaster.



**Therefore, we need to be prepared
at home, too.**

Trainings

- STEED (<https://achieve.lausd.net/STEED>)
- CERT training (<https://achieve.lausd.net/cert>)
- First Aid/CPR classes (redcrossla.org)
- STEPS courses (steps.lausd.net)
- FEMA courses (<https://achieve.lausd.net/fema>)



Community Emergency Response Team

Training Addresses:

Disaster Preparedness

Disaster Fire Suppression

Disaster Medical Operations

Light Search And Rescue Operations

Disaster Psychology And Team Organization





Training + Certification

Supplies & Products



FIND A CLASS



LOS ANGELES, CA



0



Find a Class

SELECT A CLASS TYPE



LOS ANGELES, CA



**Training + Certification:
Simple, Fast, And Easy**

Our Class Programs



<https://www.redcross.org/take-a-class>

STEPS

- ▶ Home
- ▶ Courses
- ⊕ FEMA
- ▶ CERT
- ▶ Demo Reel
- ▶ Partnerships
- ▶ Supplies
- ⊕ Resources
- ▶ Emergency Services
- ▶ YOYO7
- ▶ Parent Emergency Information



Welcome to STEPS, the Safety Training for Emergency Preparedness at Schools Program in LAUSD!

STEPS is a series of short, online courses on [MyPLN](#). These courses are designed to prepare LAUSD employees for emergency situations at the school or other work site. STEPS courses are divided into sections for teachers, administrators, school police officers, and all employees.

Courses can be taken in any order, and a certificate of completion is issued at the end of each course. A special Master Certificate of Disaster Preparedness is issued to each employee completing the entire series of courses.

STEPS is operated by the LAUSD Office of [Emergency Services](#) in District Operations.

The STEPS program was funded through a grant from the [Readiness and Emergency Management for Schools](#) (REMS) program of the U.S. Department of Education's Office of Safe and Drug-free Schools.



If you have questions about the STEPS program, using MyPLN to take STEPS courses, or any other information on this site, contact Jill Barnes, Executive Emergency Strategist, Emergency Services at (213) 241-5337 or at jill.barnes@lausd.net.

<https://achieve.lausd.net/steps>

Federal Emergency Management Agency (FEMA)



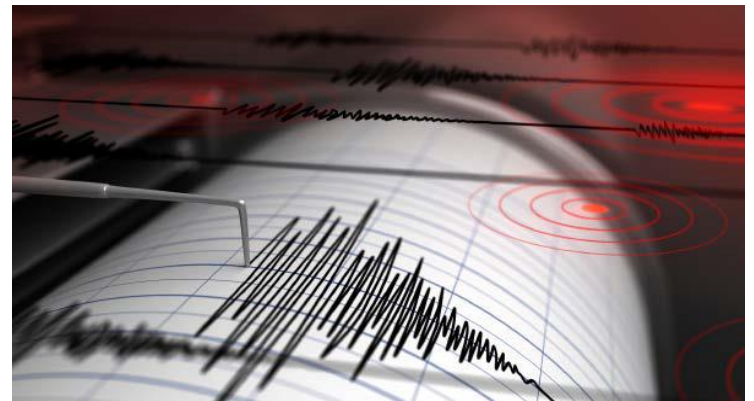
FEMA Courses

We highly recommend that LAUSD employees, especially school site administrators, take the following four Federal Emergency Management Agency (FEMA) online courses. These courses will give you a solid foundation in managing a disaster at your school. Please note that LAUSD salary points are NOT available for FEMA courses. All FEMA courses now require a FEMA Student ID (FEMA SID) number, which must be applied for by the individual [here](#). Please do not contact anyone in LAUSD regarding your FEMA SID number.

After you have completed each course, please email a copy of your FEMA certificate to emergencyservices@lausd.net for our database.


Individual Emergency Response Tips

- Calm initial response
- Look for immediate dangers
- Know specific role/responsibilities
- Expect potential fluidity of situation
- Flexibility
- Ask for assistance



Considerations for Home Preparedness





What items are in your family emergency kit?

Ten Essential Emergency Supplies

- Water for 3-10 days
- Food for 3-10 days
- Medications
- Radio
- Flashlights
- First Aid kit
- Cash and important documents



Ten Essential Emergency Supplies Cont.

- Sanitation & hygiene supplies
- Tools
- Clothing & sturdy shoes



Additional Items



Camping stove fuel, pots and pans, aluminum foil, paper cups, plates and plastic utensils



Emergency blankets or sleeping bags



Pet Carriers and supplies for your animals and pets



Extra set of car, home and safe deposit box keys



List for emergency telephone numbers and contacts



Medication, portable toilet, toilet paper and plastic bags for human waste



Compass and maps



Pens, pencils, paper tablet to document incident



Toys, candy, crayons and books to keep children busy

Evacuation Checklist

- Emergency supply kit
- Cash and credit cards
- Out of state contact list
- Family photos
- Important documents
- Change of clothing
- Personal hygiene items



Evacuation Checklist Cont.

- Medical needs
- Baby items
- Pet care
- Special needs items
- Gas tank half-filled (at minimum)
- Neighborhood, Area Maps

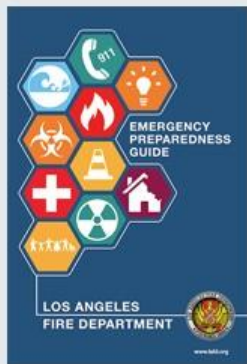
STEPS 102

Basic Emergency Preparedness for Home

access through achieve.lausd.net/MyPLN

LAFD Resources

START PREPARING NOW



LAFD Emergency Preparedness Guide

Los Angeles is susceptible to a variety of emergencies both natural and man-made. Not only should we all be prepared and ready for these emergencies, but we should also know what to do before, during, and after an incident occurs. It is extremely important to also be aware of emergency plans that may already exist in your school, work, house of worship, or wherever you may be. This guide will help you get informed, have a plan, and get involved.

[Download Guide](#)

PRINT 

<https://www.lafd.org/safety/disaster-preparedness>



Being prepared before a disaster strikes will take care of the most important people first.

You and your family.

It may be the difference between being a victim and a **survivor**.





What questions do
you have?



Your participation is
much appreciated.

Need assistance?

- ▶ Office of Emergency Management
- ▶ OEM@lausd.net
- ▶ 213-241-3889

<https://achieve.lausd.net/oem>