



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Emergency Drills and Procedures

**NUMBER:** REF-5803.4

**ISSUER:** Darneika Watson-Davis, Ph.D., Executive Director  
Division of District Operations

Vivian Ekchian, Deputy Superintendent  
Office of the Deputy Superintendent

**DATE:** August 29, 2018

**ROUTING**  
 Local District  
 Superintendents  
 Administrators of Operations  
 Operations Coordinators  
 School Administrators  
 Non-School Site  
 Administrators  
 School Administrative  
 Assistants

**PURPOSE:** The purpose of this Reference Guide is to inform District offices, Local Districts, and schools about emergency drills and procedures.

**MAJOR CHANGES:** This Reference Guide replaces REF-5803.3 Emergency Drills and Procedures, dated March 2, 2016, and reflects the current District organization and procedures. Schools must conduct one lockdown drill each semester.

**INSTRUCTIONS:** The following guidelines apply:

I. Background

Continuous review and revision of emergency response procedures are essential for the safety of students and employees. Numerous previous disasters have proven this concept.

II. District Emergency Policies

Administrators must be thoroughly familiar with the information contained in this Reference Guide and in the Integrated Safe School Plan (ISSP). Site administrators are to share online ISSP access procedures with all staff members to ensure a common understanding of policy and decision-making continuity should the site administrator be absent during an emergency. Administrators should also encourage all staff members and parents to download the LAUSD Emergency Plan mobile apps, using resources at <http://achieve.lausd.net/emergencyapps>.

Administrators shall ensure that emergency drills and procedures are conducted in compliance with pertinent laws and District policies. Administrators shall also verify that all equipment provided for fire alarm, public address and bell system emergency signals is tested at least monthly to make sure that it is fully functional and include the following actions:



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- A. The administrator shall instruct all students and staff to evacuate as required to the designated Emergency Assembly Area. This procedure allows for the accurate accounting of students and staff, the ability to quickly render first aid to those in need, and efficient information dissemination.
  
- B. During any emergency, students shall remain on the school site until reunited with a custodial parent, legal guardian or designees, and/or the administrator determines that the environment and time of day are safe to disperse students to their homes. Administrators are reminded that only the Superintendent of Schools has the authority to close schools. Schools are expected to use the Request and Reunion Gates and reunification procedures as specified in the Integrated Safe School Plan (ISSP) for the release of students to custodial adults. Schools are expected to place the Emergency Procedures/Drill in Progress Sign by the front entrance of the school during all emergencies and drills, unless it is unsafe for staff members to access the area.
  
- C. Administrators shall perform the following tasks to facilitate the effectiveness of the Integrated Safe School Plan:
  - 1. Regularly review and familiarize staff with all current emergency procedures and staff emergency assignments.
  - 2. Conduct drills and reviews of emergency procedures and policies\* as per the following chart:

Drill Type	Elementary	Middle	Sr. High and Adult
<i>Fire</i>	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.
<i>Earthquake (Drop/Cover/ Hold On)</i>	Once per month at minimum, including summer school.	Once per month at minimum, including summer school.	Once per month at minimum, including summer school.
<i>Take Cover or Drop</i>	Review* once per semester at minimum, including summer school.	Review* once per semester at minimum, including summer school.	Review* once per semester at minimum, including summer school.
<i>Lockdown</i>	Once per semester at minimum, including summer school.	Once per semester at minimum, including summer school.	Once per semester at minimum, including summer school.
<i>Shelter in Place</i>	Review* once per semester at minimum, including summer school.	Review* once per semester at minimum, including summer school.	Review* once per semester at minimum, including summer school.

\*An oral review of purpose and procedure may be done in lieu of actual practice.



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3. Conduct a school-wide emergency response drill during the fall semester as part of the annual, statewide “Great California ShakeOut” earthquake drill to test the school’s updated Integrated Safe School Plan and ensure that emergency teams practice their roles.
  4. Participate in the District-wide emergency drill during spring semester to be familiar with lockdown and shelter-in-place procedures and policies.
  5. Ensure that staff is familiar with how to properly use the public address, fire alarm, central monitoring and bell systems.
- D. The administrator shall verify that all drills have been conducted as required by State, City, Fire Department regulations and District policy as follows:
1. Verification of all emergency drills and fire alarm tests is to be kept at schools in a log book available for inspection by State, Fire Department and District Office of Environmental Health and Safety (OEHS) inspectors. The log may also include any memos/directions to staff from the site administrator listing dates, times or procedures pertaining to the drills. The records for emergency drills must be kept for two years.
  2. The approved way to conduct a fire drill is to activate one of the manual pull stations on a rotating basis. This will test both the station and the fire alarm system, including all audible and visual alarm indicating components. Schools with the fire alarm system connected to the Central Monitoring Station must put their alarm system in test mode; this will allow the school to trigger an alarm without summoning the fire department. Schools should not attempt to simulate a fire alarm signal using the passing bell signal because it will not trigger all alarm components, nor will it educate students and staff to true fire alarm sounds, and it will not test the fire alarm system and pull stations. Fire alarm training is available on MyPLN in the STEPS 418 course, *Operating the School Fire Alarm System*.
  3. After each emergency drill, school personnel shall complete an “Emergency Drill Data Worksheet” (Attachment F). Additional copies can be downloaded from [http://achieve.lausd.net/emergency services](http://achieve.lausd.net/emergency_services), on the Administrator’s Corner page.
  4. Once the drill and the drill data worksheet have been completed, school personnel are to complete the Emergency Drill Survey at <http://emergencydrills.lausd.net>. A drill certificate will be automatically generated and e-mailed to the provided email address. This certificate is to be retained in the log book for proof of compliance during an inspection.
  5. Administrators are to complete the emergency drill certification in the online Administrator Certification System, certifying twice annually



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that they have conducted and logged all required emergency drills.

- E. As part of their Los Angeles City Child Care Permit requirements, all Early Education Centers must *post* their Emergency Drill Record next to their permit.

### III. District Emergency Drill Procedures

Complete descriptions of the procedures are found in the Integrated Safe School Plan, Emergency Functions sections. A list of online training classes for these procedures can be found on the STEPS website at <http://lausd.net/steps>.

#### A. Fire Drill

1. Students will evacuate to designated emergency assembly areas, in a quiet, safe and expeditious manner.
2. Teachers will take their emergency class roster, account for all students and report any inconsistencies to the Incident Commander.
3. Students and teachers will wait in their designated areas for instructions.

#### B. Earthquake Drop/Cover/Hold On Drill

The Drop/Cover/Hold On procedure provides protection from flying objects and broken glass during an earthquake.

1. Inside classroom:
  - a. Upon command of “Drop,” drop to knees, facing away from windows.
  - b. Take cover by getting under or below furniture (desk, chair, table, etc.).
  - c. Grasp the furniture legs with hands and hold on tightly.
  - d. Evacuation of the buildings must be done only when the shaking has completely stopped.
2. On school grounds but outside school buildings:
  - a. Stay clear of buildings, power lines, light poles, etc.
  - b. Drop to the ground, cover head if possible and hold onto a stable object if available.
  - c. Remain clear of obstacles and wait until the situation stabilizes and staff member gives all clear.
  - d. Move to the emergency assembly area.

#### C. Drop/Take Cover Drill

The Drop/Take Cover procedure is used during the following disasters



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when they occur at or near the school or non-school site: bomb blast, explosion, airplane crash, gas storage tank explosion, shooting incident.

1. Procedure when inside the classroom:
  - a. Upon the command of “Drop” or “Take Cover,” drop to knees with back to a window, place head in lap and clasp hands behind the neck.
  - b. Wait quietly for further instructions.
2. Procedure when outside the classroom:
  - a. Seek any type of protection (curb, bench, ditch, gutter, etc.).
  - b. Drop to ground with back to hazard and clasp hands behind neck.
  - c. Remain in this position for a brief period and seek more protective cover if necessary.

### D. Lockdown Drill

This drill is used to practice securing the school during police action, campus intrusion, community incidents or any other incident requiring school/room security.

1. Lockdown procedures for students inside the classroom:
  - a. Lock doors.
  - b. Close blinds and cover door window, if necessary.
  - c. Move students away from windows.
  - d. Remain in classroom until emergency is over, as announced by the site administrator.
2. Lockdown procedures for students outside the classroom:
  - a. Proceed to the closest room and go inside.
  - b. Lock doors.
  - c. Close blinds and cover door window, if necessary.
  - d. Move students away from windows.
  - e. Remain inside room until emergency is over, as announced by the site administrator.

### E. Shelter in Place Drill

This action is taken to protect students indoors and provide a greater level of protection from airborne contaminants, other environmental danger, or inclement weather. Shelter in Place may include the shutdown of classroom and building Heating, Ventilation and Air Conditioning (HVAC) systems as no one should be exposed to outside contaminated air.

The difference between Shelter in Place and Lockdown is that a Shelter in Place may involve shutdown of the HVAC systems, and allows for the free



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movement of students within a building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom during a Shelter in Place.

1. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or other school buildings.
2. Teachers must secure individual classrooms, and the Plant Manager and Security/Utilities Team will assist in completing the procedures as needed: shut down HVAC systems; turn off fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

#### IV. Training for School Emergency Procedures

The STEPS program includes 37 online MyPLN classes for District staff, designed specifically to provide emergency response training for employees at school sites. School-based employees should take or review these classes before emergency drills. Each course generates a certificate that can be used to document the training.

Administrators are asked to take these additional classes as well as the four Federal Emergency Management Agency (FEMA) emergency management classes listed on the STEPS website at <http://lausd.net/steps>.

Attachments A-E are sample letters in English, Spanish, Armenian, Chinese, and Korean that may be used to notify parents of an emergency drill.

#### V. Conducting Emergency Drills

Attachment F is a worksheet titled “Emergency Drill Data Worksheet” to be completed after each drill. Drill data from the worksheet is then used to complete the online Emergency Drill Survey at <http://emergencydrills.lausd.net>.

Attachment G is a chart titled “Conducting Emergency Drills,” which may be duplicated and placed in all rooms.

Additional copies of the attachments and other resources are available at <http://achieve.lausd.net/emergencyservices> on the Administrator’s Corner page.



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**RELATED RESOURCES:** California Government Code, Section 3100  
California Government Code, 8607  
California Education Code, Sections 35295-35297  
California Disaster Assistance Act  
California Code of Regulations, Title 19, Section 3.13  
California Code of Regulations, Sections 2400-2450  
California Administrative Code, Title 5, Educational facilities  
Los Angeles Municipal Code, Section 57.111.06  
REF-6537.0 Inter-Campus/District-Wide Safety Communications Test  
REF-5216.9 District-Wide 2017 Earthquake Exercise and Radio Test  
REF-5380.7 Spring 2018 Alternate Emergency Exercise

**ASSISTANCE:** For assistance or further information please contact Dr. Jill Barnes, Executive Emergency Strategist, Division of District Operations - Emergency Services (213) 241-5337.

For specific information regarding a school site's fire alarm system, administrators should contact the local Maintenance and Operations Area Electrical Technical Services Desk.



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## ATTACHMENT A

### SAMPLE LETTER TO PARENTS

(School Letterhead)

(Date)

Dear Parents(s) or Guardian(s):

The safety and welfare of our students and staff are our highest priorities. To provide schools an opportunity to practice emergency response procedures, the Superintendent of Schools has asked all students and staff to participate in a District-wide emergency preparedness drill on \_\_\_\_\_, at \_\_\_\_\_. Please be advised that students will be dismissed at the regular time on this day.

The goals of the training drill are to improve our ability to protect students, save lives, and reduce injuries. As part of the drill, the students and staff will participate in the activation of our school's Integrated Safe School Plan. You are encouraged to participate in this drill. For information about how your school prepares for emergencies, you may check the website <http://achieve.lausd.net/pei>. Information is available in five languages.

Please make sure that all contact information for your child is current at school, so that in the event of an actual emergency, we can reach you.

Prior to the drill, please discuss with your child your family's home emergency preparedness plan. Several resources are available to help you prepare. The American Red Cross has outstanding materials. You can obtain Red Cross materials in English or in Spanish from their website: <http://www.redcross.org> or by calling the Los Angeles Chapter at (310) 445-9900. Your telephone directory also has valuable information on first aid, CPR and home preparedness.

If you have any questions or need further information, please do not hesitate to call our school office at (School Telephone Number).

Sincerely,

Principal





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## ATTACHMENT B

### SAMPLE LETTER TO PARENTS

(School Letterhead)

(Date)

Estimados padres de familia o tutores legales:

La seguridad y el bienestar de nuestros alumnos y del personal son nuestras prioridades fundamentales. A fin de que las escuelas tengan la oportunidad de practicar los procedimientos a seguir en caso de una emergencia, el superintendente escolar le ha solicitado a todo el personal y los estudiantes que lleven a cabo un ejercicio de simulacro de preparación para emergencias que abarcará a todo el Distrito y se realizará el \_\_\_\_\_ de \_\_\_\_\_, a las \_\_\_\_\_. Ese día, el horario de salida de clases será el habitual.

El objetivo de este ejercicio de entrenamiento es mejorar nuestra capacidad para proteger a los estudiantes, salvar vidas, y limitar las lesiones que se pudieran producir. Como parte de dicho entrenamiento, los estudiantes y el personal participarán en la activación de nuestro Plan Integrado de Seguridad Escolar. Se insta a todos a tomar parte en el simulacro. Para información sobre cómo se prepara su escuela para emergencias, pueden revisar el sitio web <http://achieve.lausd.net/pei>. La información se encuentra disponible en cinco idiomas.

Por favor, asegúrense de tener a día la información de su hijo(a) para poder ponernos en contacto con usted en caso de una emergencia real.

Solicitamos a los padres de familia que, antes de la fecha de realización del simulacro, conversen con sus hijos acerca del plan de preparación que tengan en sus hogares. Existe una serie de recursos disponibles para ayudarles a estar mejor preparados. La Cruz Roja cuenta con material extraordinario, el cual puede obtenerse en inglés o español visitando el portal de Internet en: <http://www.redcross.org>, o llamando a la sección de Los Ángeles al (310) 445-9900. En la guía telefónica también se puede encontrar información valiosa sobre primeros auxilios, la resucitación cardiopulmonar (CPR, por sus siglas en inglés), y preparación para el hogar.

Si tiene alguna otra pregunta o necesita más información, por favor no dude en llamar a la oficina de la escuela al \_\_\_\_\_.  
(Número de teléfono de la escuela)

Atentamente,

Director(a)

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## ATTACHMENT C

### SAMPLE LETTER TO PARENTS

(School Letterhead)

(날짜)

친애하는 학부모(들) 또는 보호자(들)께:

우리 학생들과 교직원의 안전 및 복지는 저희에게 가장 중요합니다. 학교들에게 비상 사태 대응 절차를 연습할 기회를 제공하기 위해, 총 교육감은 모든 학생들과 교직원들이 \_\_\_\_\_에 \_\_\_\_\_에서 실시하는 교육구-차원 비상 사태 대처 예행 연습에 참여할 것을 요청했습니다. 당일 학생들은 정규 시간에 하교한다는 것을 알립니다.

이런 예행 연습의 취지는 학생을 보호하고, 생명을 구하며, 부상을 줄일 수 있는 우리의 능력을 향상시키기 위함입니다. 본 예행 연습의 일부로서, 학생들과 교직원들은 본교의 안전 학교 플랜(Integrated Safe School Plan) 실행에 참여할 것입니다. 본 예행 연습에 참여해주실 것을 권합니다. 학교가 어떤 비상 대책을 준비하고 있는지에 대한 정보를 원한다면, <http://achieve.lausd.net/pei> . 를 검색하십시오. 다섯 언어로 번역되어 있습니다.

현재 자녀가 다니는 학교에 부모님과 연락할 수 있는 모든 정보가 정확히 있는지 확인하십시오. 그래야만, 실제로 비상 상태가 발생한 경우는 학교는 부모님과 연락할 수 있습니다.

예행 연습이 있기 전에, 자녀와 함께 귀하 가정의 비상 시 대처 플랜에 대해 논의하기를 부탁드립니다. 도움이 될만한 여러 자원을 구할 수 있습니다. 미 적십자사는 훌륭한 자료를 제공하며, 이런 정보는 영어 또는 스페인어로 작성된 미적십자사 웹사이트에서 구할 수 있습니다: <http://www.redcross.org>. 또는 로스앤젤레스 찰터에 (213) 739-5200 으로 전화하셔도 됩니다. 전화 주소록에도 응급조치법, CPR, 패밀리 대처법에 대한 좋은 정보들이 있습니다.

질문이 있거나 추가 정보를 원한다면, 주저마시고 본교 사무실에 (School Telephone Number)으로 전화하십시오.

안녕히 계십시오,

교장

21173ym\_Translated by the LAUSD Translations Unit (Korean)



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## ATTACHMENT D

### SAMPLE LETTER TO PARENTS

(School Letterhead)

(Date)

亲爱的家长或监护人们：

学生和教职员的安全与福祉是我们最优先的事。为提供学校机会做紧急事故应因程序的操练，学区总监要求全体学生和教职员在 \_\_\_\_\_(Date)，的\_\_\_\_\_ 时间参加全学区的紧急事故预备操练。请告知学生们，当日的正常课程停止。

操练的目的是要增进我们保护学生的能力，拯救生命，和减少伤害。操练中的一部分是学生和教职员参加我们学校安全学校计划的启动。鼓励你们每一位都来参加。如果想知道你们学校如何对紧急情况做准备，你们可以上网至下述网址查询：<http://achieve.lausd.net/pei>。会为你们安排五种语言来查找这些资讯。

请确保你们在学校为你们孩子提供的联系人名单都是最新的。这样，一旦确实有紧急情况出现时，我们就可以联系上你们。

前来参加操练之前，请和你孩子讨论你家中的预备计划。有几处资源可以帮助你预备。美国红十字会有很好的材料。你可以从网上取得红十字会的英文和西班牙文的材料，网址是：[www.redcross.org](http://www.redcross.org) 或是打电话给洛杉矶分会 (310) 445-9900。在你的电话簿上也有宝贵的急救，心脏复苏 (CPR) 和家庭预备资料。

如果你有任何问题或需要进一步的资料，请随时打电话到学校的办公室。电话是

\_\_\_\_\_  
(学校电话号码)

诚挚地，

校长



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## ATTACHMENT E

### SAMPLE LETTER TO PARENTS

(School Letterhead)

(Date)

Հարգելի ծնող(ներ) կամ խնամակալ(ներ),

Մեր աշակերտների և աշխատակազմի անվտանգությունն ու բարեկեցությունը մեր առաջնահերթ խնդիրներն են: Որպեսզի դպրոցները ստանան հնարավորություն գործնականում կիրառել արտակարգ իրավիճակների արձագանքման ընթացակարգը, դպրոցների վերակազմում խնդրում է բոլոր աշակերտներին և աշխատակազմին մասնակցել շրջանի մասշտաբով կազմակերպվող արտակարգ իրավիճակների պատրաստվածության վարժություններին \_\_\_\_\_, ժամը \_\_\_\_\_: Տեղեկացնում ենք, որ այդ օրը աշակերտները կազատվեն դասերից:

Ուսուցողական վարժությունների նպատակներն են՝ բարելավել աշակերտներին պաշտպանելու մեր ունակությունը, փրկել մարդկային կյանքեր և նվազեցնել վնասվածքները: Վարժությունների մի մասն էլ կկազմի աշակերտների և աշխատակազմի մասնակցությունը մեր դպրոցի Անվտանգության ծրագրում: Կոչ ենք անում ձեզ մասնակցել այս վարժություններին: Եթե ցանկանում եք տեղեկություններ ստանալ, թե ինչպես է ձեր դպրոցը պատրաստվում արձագանքել արտակարգ իրավիճակներին, կարող եք այցելել կայքը՝ <http://achieve.lausd.net/pei>: Տեղեկությունները հասանելի են հինգ լեզվով:

Խնդրում ենք համոզվել, որ բոլոր կոնտակտային տեղեկությունները ձեր երեխայի վերաբերյալ առկա են դպրոցում, որպեսզի իրական արտակարգ իրավիճակի դեպքում մենք կարողանանք կապվել ձեզ հետ:

Նախքան վարժությունները խնդրում ենք քննարկել ձեր երեխայի հետ տան պայմաններում արտակարգ իրավիճակներին պատրաստվածության պլանը: Առկա է մի քանի ռեսուրս, որոնք կօգնեն ձեզ պատրաստվել: Ամերիկյան Կարմիր խաչը ունի շատ օգտակար նյութեր: Դուք կարող եք ձեռք բերել Կարմիր խաչի նյութերը անգլերեն կամ իսպաներեն իրենց կայքում՝ <http://www.redcross.org>, կամ զանգահարել Լոս Անջելեսի բաժանմունք՝ (310) 445-9900: Ձեր հեռախոսային տեղեկատվություն ևս ունի օգտակար տեղեկություններ առաջին օգնության, CPR-ի և տան պայմաններում պատրաստվածության մասին:

Եթե դուք ունեք որևէ հարց կամ ձեզ պետք է լրացուցիչ տեղեկատվություն, խնդրում ենք զանգահարել մեր դպրոցի գրասենյակ (դպրոցի հեռախոսահամար):

Հարգանքով,

Տնօրեն

23870oht\_Translated by the LAUSD Translations Unit (Armenian)



## EMERGENCY DRILL DATA WORKSHEET

Use this form to record your drill information, then enter the data at <http://emergencydrills.lausd.net> and receive your certificate.

(Choose one)

- Fire
   
  Drop/Cover/Hold On or Drop
   
  Shelter in Place  
 Earthquake drill with evacuation
   
  Lockdown

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Location Code: \_\_\_\_\_

1. What type of alert system did you use to alert students/staff of the drill?

- Fire Alarm/Bell
    Voice through Intercom/PA
    Bullhorn
    Whistle

*(Omit #2 for Drop/Cover/Hold On or Drop)*

2. Time Drill Started: \_\_\_\_\_ (A.M./P.M.)    Time Drill Completed: \_\_\_\_\_ (A.M./P.M.)  
 3. Total number of staff involved in the drill activity: \_\_\_\_\_  
 4. Total number of students involved in the drill activity: \_\_\_\_\_  
 5. Did any students with special needs participate in the drill? If yes, how many?: \_\_\_\_\_  
 6. Did you encounter any challenges with the special needs children? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please describe challenges:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. How many minutes (from start of drill to the time when the last staff/student arrived at the Assembly Area) did it take to evacuate all buildings?: \_\_\_\_\_ (minutes)

*(Omit #7 for Drop/Cover/Hold On, Drop, Shelter in Place, & Lockdown)*

Did you establish an Incident Command Post? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*(Omit #8 for Drop/Cover/Hold On or Drop)*

8. Did staff bring the School Emergency Response Box to the assembly area? Yes: \_\_\_\_\_ No: \_\_\_\_\_

9. Did you use the LAUSD Integrated Safe School Plan (ISSP) during:

(Check all that apply)

- Yes, during the planning of the drill.
   
  Yes, during the execution of drill.  
 Yes, after the drill.
   
  No, we did not use the ISSP



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**ATTACHMENT F**

*(Omit #13, 14, & 15 for Drop/Cover/Hold On or Drop)*

10. Did you use any emergency supplies during the drill? (Check all that apply)

- Yes, our staff brought emergency supplies out from the storage area.
- Yes, our staff used emergency supplies during the drill.
- No, we did not use emergency supplies.

11. Were parents notified either before or after the drill? Yes: \_\_\_\_\_ No: \_\_\_\_\_

12. How were parents notified?: (method) \_\_\_\_\_

13. Did any parents participate in drill? If yes, about how many?: \_\_\_\_\_

14. How did parents participate?: \_\_\_\_\_

15. Did you encounter any behavioral problems (non-participation, student/staff distractions, etc.) during the drill? If yes, please briefly describe any problems.

16. Did you encounter problems with any of the following?

*(Omit# "d, e, & f" for Drop/Cover/Hold On or Drop)*

*(Omit # "f" for Lockdown)*

	Yes	No	Briefly describe these problems:
a. Alert System			
b. Students			
c. Staff			
d. Parents			
e. Supplies			
f. Evacuation Route			

17. Using a grading scale from A through F, please grade the following:

*(Omit "a, b, & c" for Drop/Cover/Hold On or Drop)*

*(Omit "a" for Lockdown)*

	A	B	C	D	F
a. Student behavior during evacuation procedure					
b. Student accounting					
c. Staff accounting					
d. Performance of alert system					
e. Performance of members of the school safety team					
f. Overall student performance					
g. Overall staff performance					



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## ATTACHMENT F

18. Did you debrief with staff after the drill? Yes:\_\_\_\_\_ No:\_\_\_\_\_

19. What were the three top lessons learned?

1.

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2.

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3.

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20. How can this drill be improved in the future?

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Questions can be directed to [emergencyservices@lausd.net](mailto:emergencyservices@lausd.net) or 213-241-5337.

This form may also be downloaded at <http://achieve.lausd.net/emergencyservices>



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

## ATTACHMENT G

### Conducting Emergency Drills Chart

<b>Drill Type</b>	<b>Elementary</b>	<b>Middle</b>	<b>Sr. High and Adult</b>
<i>Fire</i>	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.
<i>Earthquake (Drop/Cover/ Hold On)</i>	Once per month at minimum, including summer school.	Once per month at minimum, including summer school.	Once per month at minimum, including summer school.
<i>Take Cover or Drop</i>	Review* once per semester at minimum, including summer school.	Review* once per semester at minimum, including summer school.	Review* once per semester at minimum, including summer school.
<i>Lockdown</i>	Once per semester at minimum, including summer school.	Once per semester at minimum, including summer school.	Once per semester at minimum, including summer school.
<i>Shelter in Place</i>	Review* once per semester at minimum, including summer school.	Review* once per semester at minimum, including summer school.	Review* once per semester at minimum, including summer school.

\*An oral review of purpose and procedure may be done in lieu of actual practice.

Check the Integrated Safe School Plan for details and emergency team information.