

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Division of District Operations

TO: School Principals

DATE: August 13, 2018

FROM: Dr. Jill Barnes, Executive Emergency Strategist
District Operations - Emergency Services

SUBJECT: CLASSROOM EMERGENCY QUICK GUIDE DISTRIBUTION

Welcome back to the 2018-2019 school year! The enclosed Classroom Emergency Quick Guides are provided to help your school stay prepared for a variety of emergencies. The Quick Guide includes basic emergency procedures for all LAUSD schools, emergency tips, and resources. This guide has been updated and includes Rapid Relocation procedures. The provided copies should be placed in every classroom, office, and other spaces regularly used by students. Please remember that there is one Integrated Safe School Plan (ISSP) covering all schools and programs operating on an LAUSD site.

Distributing this material provides a great opportunity to have discussions with your staff about the emergency procedures specific to your school site, as designated in your ISSP. Encourage all staff members to take the online emergency trainings in the Safety Trainings for Emergency Preparedness at Schools (STEPS) series, which are all now available on [MyPLN](#). Details about the 37 available STEPS courses and other valuable training and resources can be found at <http://lausd.net/steps>.

Please make sure that a Classroom Emergency Quick Guide is provided to each classroom and office for every program on your site, including co-located charter schools. If you need more copies of the Quick Guide or have any questions about emergency readiness, please contact me at 213-241-5337 or jill.barnes@lausd.net.

I wish you a safe and successful school year. We cannot always predict when an emergency will occur, but we can prepare. Thank you for all that you do to ensure a safe campus for students and staff.

c: Vivian Ekehian
Local District Superintendents
Administrators of Operations
District Operations
Operations Coordinators