

FOCUS N SAFETY

Fall 2007

Issue 10, 07

Six Steps to Prepare for Fall's "Lockdown" Exercise

The Fall 2007 Emergency Exercise is scheduled to occur at every school and office the week of November 12-16. Unlike the earthquake drill conducted last fall, November's "Campus Protection" emergency exercise addresses a different type of threat and is designed to review your school or office's ability to effectively execute a "lockdown."



Based upon the hypothetical scenario of suddenly being alerted of three armed men's entry into your site, the Campus Protection drill will evaluate your staff's ability to move students

and faculty inside, close and lock all windows and doors, and protect students in a safe, secure location. The drill will help familiarize your staff with using the Standardized Emergency Management System (SEMS) in the Safe School Plan, and serve as an opportunity to learn about the appropriate teacher, student, and staff response activities for this type of emergency situation.

Prepare your facility for November's emergency exercise by following six important steps:

1. Review your Safe School Plan with all faculty and staff
2. Remind staff about their possible designation as "Disaster Service Workers"
3. Notify parents about the drill and encourage their participation
4. Remind students to discuss their emergency family plans with their parents
5. Ensure means for site administration to communicate with all classrooms during the drill
6. Inspect and inventory all emergency supplies and equipment

Additional details about the upcoming Fall 2007 Emergency Exercise are available in Reference Guide No. REF-1300.3, found on Inside LAUSD and the OEHS website at <http://www.lausd-oehs.org/referenceguides.asp>. You can also direct questions to Bob Spears at (213) 241-3199.

Coming! New Form for Hazardous & Universal Waste Pickup Requests

As our latest innovation to serve you better, OEHS will be updating the "Hazardous & Universal Waste Pickup Form" to allow for easier data entry, more efficient form submission, and enhanced pickup response time.



Complete the form when requesting a pickup of hazardous and universal waste at your site, but instead of faxing your requests to OEHS, you will be able to submit your requests more efficiently through e-mail, using the new fillable PDF form. Starting on November 30, faxed submissions will no longer be accepted, so save an electronic copy of the form on your computer so you can easily find it when you need to arrange a pickup. In addition to furthering our paperwork reduction efforts, the new electronic form will enable OEHS to process your pickup requests much more quickly.

Use the new form to request the collection of paints, lubricants, lab chemicals, fluorescent light tubes, batteries, monitors, and other hazardous and universal waste requiring proper disposal. The new form, along with updated details on waste disposal procedures, will be released in November as revised Safety Alert No. 05-11. You will be able to find it on Inside LAUSD and on the OEHS website at <http://www.lausd-oehs.org/safetyalerts.asp>.



Special Announcements:

**Safe School Plan,
Vol. 1 due Dec. 1st!**

One-time FALL application period for Parking Placards opens Oct. 10th. Applications must be electronically filed by Oct. 31st!

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Daily Flushing Logs Now Required

OEHS has recently posted updated guidance on daily flushing requirements for your site's non-refrigerated drinking fountains. The most notable change in Reference Guide REF-3930.0 is the introduction of a new "daily drinking water flushing log" that must be maintained by all school and facility plant managers.



Discussed in the U.S. Environmental Protection Agency's (EPA's) "3Ts for Reducing Lead in Drinking Water in School" guidebook, daily flushing is found to be a highly effective method for ensuring that drinking water supplies are free of harmful levels of lead and other hazardous particulates. EPA notes in its manual that proper flushing

measures should include maintaining a daily log that is submitted to the person overseeing a site's flushing program. To better reflect the best practices prescribed by EPA, OEHS has updated the District's existing guidelines to require sites to prepare and retain daily flushing logs.

Site administrators should note that OEHS Safety Officers will now be reviewing flushing logs kept on file as part of their routine safe school inspections.

REF-3930.0 includes a sample daily flushing log and may be found on Inside LAUSD and at <http://www.lausd-oehs.org/referenceguides.asp>. For additional EPA resources for safe drinking water at schools, including a copy of the technical manual referenced above, visit <http://www.epa.gov/safewater/schools/>.

District Wins Emergency Response Grant

The U.S. Department of Education recently awarded LAUSD a \$485,870 grant to help improve the District's Model Safe School Plan.



Awarded through the Readiness and Emergency Management for Schools (REMS) grant program, these competitive funds are available to school districts throughout the country to develop and enhance comprehensive

plans to address all aspects of emergency management, including mitigation, preparedness, response, and recovery.

With the help of these federal funds, OEHS plans to expand the District's Safe School Plan to include a third volume that focuses on crisis management and emergency recovery strategies. Additional information on the REMS grant program may be found on <http://www.ercm.org/index.cfm?event=faqs>.



Healthy Handouts

See below for a collection of the District's most recently published safety alerts, reference guides, and policy bulletins related to environmental health and safety. All listed documents are available online on Inside LAUSD and at <http://www.lausd-oehs.org/>.

Document	Description	Issue Date
No. 07-01	Particulate Emissions from Laser Printers	7/2007
No. 06-03	Vehicle Parking on School Playgrounds	7/2007
No. 07-03	Lunchbox & Emergency Equipment Bag Recall	10/2007
REF-3930.0	Daily Flushing Req. for Non-Refrig. Drinking Fountains	9/17/2007
REF-1242.4	2007-2008 Update of Safe School Plans Vol. 1 & 2	8/15/2007
REF-886.1	Health Advisory/Air Pollution Episodes Procedures	8/02/07
BUL-735.1	Policy on Restroom Access, Cleanliness, and Repair	7/30/07
BUL-3772	Illness & Injury Prevention Program	6/26/07

Upcoming Training:

Standardized Emergency Management System (SEMS) & Disaster Simulations

School Police Headquarters
1330 West Pico Blvd.

- ♦ January 8, 2008
- ♦ February 12, 2008
- ♦ April 8, 2008
- ♦ May 13, 2008
- ♦ June 10, 2008

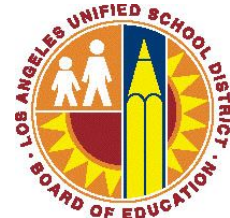
To sign up, call (213) 241-3949

Heartsaver CPR/AED Classes

Several classes offered throughout Los Angeles from October through late February.

For more details and enrollment info, contact Nursing Special Programs at (213) 765-2877 or go to the Learning Zone at <https://lz.lausd.net/>.

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