



# Information **ALERT**

## Message from Earl R. Perkins, Assistant Superintendent

This is an important reminder that all schools and District work sites should be familiar with the Safe School Plan and other emergency procedures. Please take a moment to review this Information Alert from the Office of School Operations.

### Remember:

Only the Superintendent of Schools can authorize that a school be closed in the event of an emergency.

## Weather-Related Emergencies

- **Review Safe School Plan** emergency procedures and roles with staff. Update the plan and contact information when staff changes. Online emergency training is available on the Learning Zone through the STEPS program <http://steps.lausd.net>.
- **Download the LAUSD Emergency Plan App**, available to all employees <http://achieve.lausd.net/emergencyapps>.
- Check [http://achieve.lausd.net/el\\_nino](http://achieve.lausd.net/el_nino) for new resources.
- **Review Reference Guide 5706.2** *School Procedures During Inclement Weather*.
- **Secure items on campus** that could be damaged by rain or winds or cause damage if they are blown by winds. Close all windows to keep out rain, dust, and debris.
- **Check emergency supplies**, including flashlights and batteries for use during power outages.
- **Maintain current student information** in the School Emergency Response Box and in the Blackboard Connect database.
- **Prepare for utility outages**. Remember that the fax line is a direct outside phone line and will work even when the school phone system is down.
- **Prepare to move programs** inside or to relocate students and staff.
- **Address functional needs** of students and staff that may be impacted by weather conditions, such as respiratory challenges or assistive technology.
- **Prepare a Blackboard Connect message** to inform and reassure parents if warranted by weather conditions. Review the procedures for sending Blackboard Connect messages from a cell phone when there is no power or internet.
- School Police Watch Commander is available 24/7 at 213-625-6631.