



# **Standard Emergency Procedures for Schools**

Los Angeles Unified School District

Prepared by:

**Office of Environmental Health and Safety**

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# STANDARD EMERGENCY PROCEDURES FOR SCHOOLS

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## INTRODUCTION

Federal and state regulations require schools to maintain 12 individual safety plans and programs. To assist school administrators in complying with these requirements, the District issued *Bulletin No. 58 Essential Safety Standards Checklist*. This bulletin is used as a guide for the preparation of safe school plans covering five key areas: campus security & violence prevention; multicultural human relations; earthquake/disaster planning; environmental health & safety; and crisis intervention.

The Office of Environmental Health and Safety (OEHS) has prepared *Standard Emergency Procedures for Schools* to supplement the earthquake/disaster planning section of Bulletin No. 58. School administrators are invited to include these procedures in the earthquake/disaster component of safe school plans.

*Standard Emergency Procedures for Schools* contains clear and precise steps for managing various types of school emergencies. It is organized into five sections: Section 1.0 provides a series of initial response actions for immediate implementation in an emergency; Section 2.0 provides detailed procedures for 12 types of emergencies; Section 3.0 provides guidance on organizing individual and team responsibilities; Section 4.0 provides a template for compiling information such as contact telephone numbers, evacuation routes, and emergency supplies; and Section 5.0 provides forms to gather and track critical information before, during and after an emergency.

These procedures have been prepared in consultation with School Police, Office of School Operations & Safety, Student Health & Human Services, public members of the District School Safety Committee, California Department of Health Services, City of Los Angeles Fire Department, and other members of the school community. *Standard Emergency Procedures for Schools* is available at [www.laschools.org/oehs](http://www.laschools.org/oehs).

## **1.0 INITIAL RESPONSE**

### **1.1 DETERMINE TYPE OF EMERGENCY**

The first step is to determine the type of emergency. Listed below are 12 different types of emergency procedures, which are outlined in Section 2.0.

- Acts of Violence/Disorderly Behavior
- Biological or Chemical Threat
- Bomb Threat
- Bus Disaster
- Earthquake
- Explosion/Threat of Explosion
- Airplane Crash
- Fire On-Site
- Fire in Surrounding Area
- Flooding
- Loss of Utilities
- Animal Disturbance

### **1.2 DETERMINE LEVEL OF EMERGENCY**

School emergencies can be categorized in terms of magnitude ranging from a minor injury to a major earthquake. Identifying the magnitude of an emergency will determine the allocation of resources. Three levels of emergency are described below.

**Level 1 Emergency:** An emergency handled by school personnel without assistance from outside agencies. Examples include: temporary power outages, minor earthquake (less than 5.0 on Richter Scale), and/or minor first aid cases.

**Level 2 Emergency:** A moderate to severe emergency in most cases is handled by school personnel with the assistance from outside agencies (e.g., fire department, police, and other emergency services). Examples include: a fire, or a moderate earthquake with injuries and/or structural damage.

**Level 3 Emergency:** A major disaster that school personnel cannot handle without the assistance of outside agencies. For level 3 emergencies the response

time of outside agencies may be seriously delayed. Examples include major earthquakes and regional civil disturbances.

### **1.3 DETERMINE IMMEDIATE RESPONSE ACTIONS**

Most emergencies will require one or more Immediate Response Actions listed below.

Stand By Alert

Duck, Cover, and Hold

Shelter in Place (Lock Down)

Secure Building

Evacuate Building

Off-Site Evacuation

All Clear

## **2.0 IMMEDIATE RESPONSE ACTION**

### **2.1 STAND BY ALERT**

This action is used to alert the staff and students and place them on Stand By until further instructions.

#### **Announcement**

If time permits, the Principal will make the following announcement on the Public Address (PA) system. If the PA system is not available, use other means of communication, i.e., send messengers to deliver the instructions.

“YOUR ATTENTION PLEASE. STAND BY. STAND BY. STAND BY. ADDITIONAL INFORMATION TO FOLLOW.”

#### **Description of Action**

1. If inside, teachers will hold students in classrooms until further instructions.
2. If outside, teachers will assemble students into a single location.

For all situations, remain on Stand By until further instructions or an All Clear signal is given.

### **2.2 DUCK, COVER AND HOLD**

This action is used to protect students and staff from flying or falling debris.

#### **Announcement**

The Principal will make the following announcement on the PA system. If the PA system is not available, use other means of communication, i.e., send messengers to deliver instructions.

“YOUR ATTENTION PLEASE. DUCK, COVER AND HOLD ON. DUCK, COVER AND HOLD ON. DUCK, COVER AND HOLD ON. ADDITIONAL INFORMATION TO FOLLOW.”

#### **Description of Action**

1. If inside,
  - DROP to the floor,
  - GET under the desk and remain facing away from windows.
2. If outside,
  - MOVE away from buildings and other collapsible objects,
  - DROP to your knees on the ground,
  - BEND over at the waist bringing your head between your knees,
  - COVER your head with arms and hands.

### **2.3 SHELTER IN PLACE (LOCK DOWN)**

This action is used after a decision is made that being indoors would provide a greater level of protection to students and staff.

#### **Announcement**

The Principal will make the following announcement on the PA system. If the PA system is not available, use other means of communication, i.e., send messengers to deliver instructions.

“YOUR ATTENTION PLEASE. TAKE SHELTER-IN-PLACE. DO NOT LEAVE THE BUILDING. DO NOT LEAVE THE BUILDING. IF YOU ARE OUTSIDE, MOVE INSIDE. ADDITIONAL INFORMATION TO FOLLOW.”

#### **Description of Action**

1. If inside, keep students in classrooms pending further instructions.
2. If outside, direct students into the nearest classroom or school building. Consider the proximity of the identified hazard. If necessary proceed to an alternative indoor location. A room or building located upwind of the identified hazard is preferred and ideal.

### **2.4 SECURE BUILDING**

This action is used when threat of violence/gunfire is present, and it is necessary to prevent the perpetrator(s) from entering occupied areas.

### **Announcement**

The Principal will make the following announcement on the PA system. If the PA system is not available, use other means of communication, i.e., send messengers to deliver instructions.

“YOUR ATTENTION PLEASE. SECURE BUILDING \_\_\_\_.  
SECURE BUILDING \_\_\_\_\_. SECURE BUILDING \_\_\_\_\_.”

### **Description of Action**

1. If inside, teachers and other staff members are to:
  - LOCK doors and have students lie on the floor,
  - CLOSE any shades and/or blinds if it appears safe to do so,
  - REMAIN on the floor until a recognized staff member assures it is safe to unlock the doors.
2. If outside,
  - DROP to the ground and wait for further instructions from the Principal or designee.

## **2.5 EVACUATE BUILDING**

This action is used after the decision is made that it is unsafe to remain in the building.

### **Announcement**

The Principal will make the following announcement on the PA system. If the PA system is not available, use other means of communication, i.e., send messengers to deliver instructions.

“YOUR ATTENTION PLEASE. LEAVE THE BUILDING. LEAVE  
THE BUILDING. LEAVE THE BUILDING.”

### **Description of Action**

1. The Principal will initiate fire alarm.
2. Evacuate the building(s) using designated routes to the assigned Assembly Area. Once assembled, stay in place until further instructions.

3. Teacher will secure the student roster when leaving the building and take attendance once the class is assembled in a safe location.

## **2.6 OFF-SITE EVACUATION**

This Action is used after a decision is made that it is safer to leave the campus than to remain on site.

### **Announcement**

The Principal will make the following announcement on the PA system. If the PA system is not available, use other means of communication, i.e., send messengers to deliver instructions.

“YOUR ATTENTION PLEASE. OFF-SITE EVACUATION WHEN DISMISSAL BELL RINGS. OFF-SITE EVACUATION. OFF-SITE EVACUATION WHEN THE DISMISSAL BELL RINGS.”

### **Description of Action**

1. The Principal will direct the best means to evacuate the campus and proceed to a pre-designated safe location. This may include school buses, cars, or walking.
2. Secure the student roster when leaving the building and take attendance once the class is assembled in a pre-designated safe location.

## **2.7 ALL CLEAR**

This Action is used after the decision is made that normal school operations can resume.

### **Announcement**

The Principal will make the following announcement on the PA system. If the PA system is not available, use other means of communication, i.e., send messengers to deliver instructions.

“YOUR ATTENTION PLEASE. ALL CLEAR. ALL CLEAR. ALL CLEAR. THANK YOU.”

### **Description of Action**

1. This Action signifies the emergency is over.
2. If appropriate, teachers should immediately begin discussions and activities to address students' fear, anxiety, etc.

### **3.0 EMERGENCY PROCEDURES**

#### **3.1 ACT OF VIOLENCE/DISORDERLY CONDUCT**

In the event of a hostile or potentially threatening event, staff should take reasonable steps to calm and control the situation. If weapons are involved and/or other significant threats are anticipated, do not approach or disarm the threat. Immediately isolate all non-involved pupils and staff from the person and notify the Principal. The school should immediately be locked down, controlling all student and staff movement.

Implement the following procedures to control and contain the situation.

1. The Principal will initiate the appropriate Immediate Response Actions, which may include DUCK, COVER, AND HOLD (2.2), SHELTER-IN-PLACE (2.3), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).
2. Staff should attempt to isolate perpetrator from students, if it is safe to do so.
3. The Principal will call “911” and School Police (213) 625-6631, and provide the exact location on campus and the nature of the emergency.
4. If an immediate threat is not clearly evident, attempt to diffuse the situation. Remain calm, talk in a soft, non-threatening manner. Request perpetrator to leave the area or campus, as appropriate. Avoid all hostile actions or interactions, except to maintain the safety and welfare of students or staff.
5. If the perpetrator is a student, notify the family. Family members may provide useful information on handling the situation.
6. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the situation.
7. Refer media inquiries to the designated Communications member of the Incident Command Team.
8. The Security Team will control all points of entry.
9. The Student and Staff Accounting Team will conduct a headcount and notify the Principal of missing persons.

#### **Staff Assignments**

Principal \_\_\_\_\_ or designee \_\_\_\_\_

Security Team Leader \_\_\_\_\_

Incident Command Team, Communication Member \_\_\_\_\_

Student and Staff Accounting Team Member \_\_\_\_\_

Local District Superintendent \_\_\_\_\_ Phone No. \_\_\_\_\_

Office of School Operations and Safety Phone No. \_\_\_\_\_

Office of Communication Phone No. \_\_\_\_\_

### **3.2 BIOLOGICAL OR CHEMICAL THREAT**

There are three possible scenarios involving the release of biochemical substances. Determine which scenario applies and implement the appropriate response procedures described below.

Scenario 1: Substance released inside a room or building.

Scenario 2: Substance released outdoors and localized.

Scenario 3: Substance released in surrounding community.

#### **SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING**

1. The Principal will initiate the EVACUATE BUILDING (2.5) action. Use designated routes or other alternative safe routes to an assigned Assembly Area located upwind of the affected room or building.
2. The Principal will call “911”, School Police (213) 625-6631, and the Office of Environmental Health and Safety (OEHS) (213) 743-5086 to provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Principal will instruct the Security Team to restrict access of the potentially contaminated area from all persons.
4. The Maintenance and Utility Team will turn off local fans in the area, close the windows and doors, and shut down the building’s air handling system.
5. Personnel contacted with the substance should wash the affected area with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectant on your skin.
6. List all people in the affected room or contaminated area, specifying those who had actual contact with the substance. Provide the list to the Principal and the emergency response personnel.
7. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the situation.
8. Do not reopen the area until the Principal gives authorization.

#### **SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED**

1. The Principal will immediately direct staff to remove students from the affected area to an area upwind from the substance.
2. The Security Team will establish a safe perimeter around the affected area to ensure personnel do not reenter the area.
3. The Principal will call “911”, School Police (213) 625-6631 and the Office of Environmental Health and Safety (OEHS) (213) 743-5086 to provide the exact location (e.g., building, room, area) and nature of emergency.
4. The Maintenance and Utility Team will turn off local fans in the area, close the windows and doors, shut down the building’s air handling system.
5. Personnel contacted with the substance should wash their hands with soap and water. Immediately remove and contain all contaminated cloths.
6. List all people in the affected room or area of contamination, especially those who had actual contact with the substance. Provide the list to the Principal, and the emergency response personnel.
7. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the situation.
8. Do not reopen the area until authorized to do so by the Principal.

### **SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY**

1. If the Principal or local authorities determine a potentially toxic substance has been released to the atmosphere, the Principal will initiate SHELTER IN PLACE (2.3).
2. Upon receiving the SHELTER IN PLACE action, the Maintenance Utility Team will turn off local fans in the area, close and lock doors and windows, shut down the building’s air handling system, seal gaps under doors and windows with wet towels or duct tape, and seal vents with aluminum foil or plastic wrap, if available.
3. If outdoors, immediately go into the nearest building. The teachers should communicate their locations to the Principal, using the PA system or other means without leaving the building.
4. The Maintenance and Utility team will turn off sources of ignition, such as pilot lights.

5. The Principal will call “911”, School Police (213) 625-6631, and the Office of Environmental Health and Safety (OEHS) (213) 743-5086 to provide the exact location (e.g., building, room, area) and nature of emergency.
6. The Principal will turn on a radio or television station to monitor information concerning the incident.
7. Continue SHELTER IN PLACE until notified by the Principal.
8. The Principal will notify the Local District Superintendent and Office of School Operations and Safety of the situation.

**Staff Assignments**

Principal \_\_\_\_\_ or designee \_\_\_\_\_

Security Team Leader \_\_\_\_\_

Maintenance and Utility Team Member \_\_\_\_\_

Local District Superintendent \_\_\_\_\_ Phone No. \_\_\_\_\_

### 3.3 BOMB THREAT

In the event a bomb threat is received directly to school staff, the following procedures should be implemented:

1. If the threat received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call “911” – telling the operator, **“This is (name of caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is \_\_\_\_\_.”**
2. The Principal will initiate the appropriate Immediate Response Actions, which may include DUCK, COVER, AND HOLD (2.2), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).
3. If the Principal issues the EVACUATE BUILDING (2.5) action, students and staff will follow the prescribed routes and proceed directly to the Assembly Area. The teacher shall bring the student roster and take attendance to account for students at the Assembly Area. Teachers will notify the Student and Staff Accounting Team of missing students.
4. The Principal will notify “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) of the potential bomb, if known.
5. The Principal will complete the Bomb Threat Form in Section 6.3 Form C.
6. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the situation.
7. Do not resume school activities until the building(s) have been inspected by proper authorities and determined safe. The Principal will give the All Clear signal when appropriate.

#### Staff Assignments

Principal \_\_\_\_\_ or Designee \_\_\_\_\_

Local District Superintendent \_\_\_\_\_ Phone No. \_\_\_\_\_

### **3.4 BUS DISASTER**

These procedures are for bus drivers in an earthquake, serious bus accident, or other emergency that occurs while transporting students. If there are no students on the bus, drivers should report to the nearest school. The drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, etc. Listed below are three scenarios with detailed procedures. A copy of these procedures shall be kept in the emergency packet of each school bus.

Scenario 1: Earthquake

Scenario 2: Flood

Scenario 3: Serious Accident or Bus Fire

#### **SCENARIO 1: EARTHQUAKE**

1. The driver should issue DUCK, COVER AND HOLD action.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition, and wait for shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. Contact the School Principal to report location and condition of students and the bus.
6. If instructed to continue route, the driver should:
  - If en route to school, continue to pick up students.
  - If dropping students off, continue to do so provided there is adult supervision at the bus stop. If there is no adult supervision at the bus stop refer to number 7.
7. If it is impossible to return to school, proceed to the nearest designated shelter indicated on the bus route map. Upon arriving at the shelter, notify the Principal. Remain with the children until further instructions from the Principal.
8. If the bus is disabled, stay in place until help arrives.

9. In all instances, the driver should not attempt to cross bridges, overpasses, or tunnels that have been damaged.
10. The driver should account for all students and staff throughout the emergency.

### **SCENARIO 2: FLOOD**

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. Stay with disabled bus until help arrives.
4. Contact the Principal and Bus Dispatch to report location and condition of students.
5. In all instances, do not attempt to cross damaged bridges or overpasses.
6. The driver should account for all students and staff throughout the emergency.

### **SCENARIO 3: SERIOUS ACCIDENT OR BUS FIRE**

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.
4. Check for injuries and provide appropriate first aid.
5. Call “911” and School Police (213) 625-6631 to provide exact location and wait for arrival of emergency responders.
6. Contact the Principal and Bus Dispatch to report location and condition of students.
7. Stay with the disabled bus until help arrives.
8. Account for all students and staff.

**Staff Assignments**

Principal \_\_\_\_\_ or designee \_\_\_\_\_

### **3.5 EARTHQUAKE**

Upon the first indication of an earthquake, teachers should direct students to DUCK, COVER AND HOLD. Follow the procedures listed below for all earthquake events.

1. Avoid glass and falling objects. Move away from windows, heavy suspended light fixtures, and other overhead hazards.
2. When the shaking stops, the Principal will issue the EVACUATE BUILDING action. Use prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers shall notify the Student and Staff Accounting Team of missing students.
3. The Principal will direct the Security Team to post guards a safe distance away from building entrances to prevent access.
4. Warn all school personnel to avoid touching fallen electrical wires.
5. The First Aid Team will check for injuries and provide appropriate first aid.
6. The Principal will direct the Maintenance and Utility Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
7. If the area appears safe, the Fire/Rescue Team will make an initial inspection of school buildings.
8. The Principal will contact the Local District Superintendent and the Office of School Operations and Safety to determine if additional actions are deemed necessary.

#### ***In the event an earthquake occurs during non- school hours:***

1. The Principal and the Plant Manager will assess damages to determine needed corrective actions. For apparent damages, contact the Local District Superintendent to determine if the school should be closed.
2. If the school must be closed, notify staff members and students as identified in the Parent Alert System (5.1) and the School Personnel Alert System (5.2).

**Staff Assignments**

Principal \_\_\_\_\_ or designee \_\_\_\_\_

Security Team Leader \_\_\_\_\_

Student and Staff Accounting Team Member \_\_\_\_\_

Fire/Rescue Team Leader \_\_\_\_\_

Maintenance and Utility Team Leader \_\_\_\_\_

Plant Manager \_\_\_\_\_

Local District Superintendent \_\_\_\_\_ Phone No. \_\_\_\_\_

### **3.6 EXPLOSION/THREAT OF EXPLOSION**

There are three possible scenarios involving the explosion/threat of explosion. Determine which scenario applies and implement the appropriate response procedures described below.

Scenario 1: Explosion on school property

Scenario 2: Credible threat of an explosion on school property

Scenario 3: Explosion or threat of an explosion in a surrounding area

#### **SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY**

1. Upon explosion all persons should DUCK, COVER AND HOLD (2.2).
2. The Principal will consider the possibility of another imminent explosion and take appropriate action.
3. After the blast, the Principal will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE (2.3), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6). Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. If the explosion occurred within the school buildings, Principal will issue EVACUATE BUILDING action. Students and staff will evacuate using prescribed routes or other safe routes and proceed to the Assembly Area. Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify Student and Staff Accounting Team of missing students.
5. The Principal will call “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) and nature of emergency.
6. If necessary, the Principal will advise the Fire/Rescue Team to suppress fires and rescue personnel.
7. The Maintenance and Utility Team Leader will notify the appropriate utility company of damages.
8. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the situation.
9. The Security Team Leader will post guards safe distance away from the building entrance to prevent persons entering the school buildings.

10. The Principal will issue other instructions as needed.

### **SCENARIO 2: CREDIBLE THREAT OF AN EXPLOSION ON SCHOOL PROPERTY**

1. The Principal will initiate appropriate Immediate Response Actions, which may include DUCK, COVER, AND HOLD (2.2), SHELTER-IN-PLACE (2.3), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).
2. If the Principal issues EVACUATE BUILDING (2.5) action, evacuate the building using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify Student and Staff Accounting Team of missing students.
3. The Principal will call “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) and nature of emergency.
4. The Principal will direct the Fire/Rescue Team to suppress fires and rescue personnel as appropriate.
5. The Maintenance and Utility Team Leader will notify the appropriate utility company of damages.
6. The Principal shall notify the Local District Superintendent and the Office of School Operations and Safety of the situation.
7. The Principal will take further actions as needed.

### **SCENARIO 3: EXPLOSION OR THREAT OF EXPLOSION IN SURROUNDING AREA**

1. The Principal will order SHELTER IN PLACE (2.3).
2. The Principal will notify “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) and nature of emergency.
3. The Principal will take further actions as needed.
4. Remain in SHELTER IN PLACE until further instructions.

**Staff Assignments**

Principal \_\_\_\_\_ or designee \_\_\_\_\_

Security Team Leader \_\_\_\_\_

Fire/Rescue Team Leader \_\_\_\_\_

Maintenance and Utility Team Leader \_\_\_\_\_

Student and Staff Accounting Team Leader \_\_\_\_\_

Local District Superintendent \_\_\_\_\_ Phone No. \_\_\_\_\_

### **3.7 AIRCRAFT AND/OR MOTOR VEHICLE CRASH**

In the event of an aircraft or motor vehicle crash on or near school grounds, follow the procedures below:

1. The Principal will initiate appropriate Immediate Response Actions, which may include DUCK, COVER, AND HOLD (2.2), SHELTER-IN-PLACE (2.3), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).
2. If the Principal issues the EVACUATE BUILDING (2.5) action, evacuate the buildings using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers will bring the student roster and take attendance to account for students. Teachers will notify Student and Staff Accounting Team of missing students.
3. The Principal will call “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) and nature of emergency.
4. The Principal will direct the Fire/Rescue Team to organize fire suppression activities until the Fire Department arrives.
5. The Security Team will secure the aircraft and/or motor vehicle area to prevent unauthorized access.
6. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the situation.

**Staff Assignments**

Principal \_\_\_\_\_ or designee \_\_\_\_\_

Security Team Leader \_\_\_\_\_

Fire/Rescue Team Leader \_\_\_\_\_

Maintenance and Utility Team Leader \_\_\_\_\_

Student and Staff Accounting Team Member \_\_\_\_\_

Local District Superintendent \_\_\_\_\_ Phone No. \_\_\_\_\_

### **3.8 FIRE ON SCHOOL GROUNDS**

In the event of a fire on school grounds, the following procedures should be implemented:

1. Upon discovery of a fire, direct all occupants out of the building and report the fire to the Principal.
2. The Principal will immediately issue the EVACUATE BUILDING (2.5) action. Students and staff will evacuate buildings using the prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers will take student roster and take attendance to account for students. Teachers will notify Student and Staff Accounting Team of missing students.
3. The Principal will call “911” and School Police (213) 625-6631 to provide the exact location (e.g., building, room, area) of the fire.
4. The Fire/Rescue Team will suppress fires and initiate rescue procedures until the local fire department arrives.
5. The Security Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
6. The Fire/Rescue Team Leader will assign a member of the Team to direct the fire department to the fire and brief fire department official on the situation.
7. The Maintenance and Utility Team will notify the appropriate utility company of damages.
8. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the fire.
9. If appropriate, the Principal will implement the Parent Alert System (5.1).
10. For fires during non-school hours, the Principal and Local District Superintendent will determine whether the school will open the following day.

**Staff Assignments**

Principal \_\_\_\_\_ or designee \_\_\_\_\_

Security Team Leader \_\_\_\_\_

Fire/Rescue Team Leader \_\_\_\_\_

Maintenance and Utility Team Leader \_\_\_\_\_

Student and Staff Accounting Team Member \_\_\_\_\_

Local District Superintendent \_\_\_\_\_ Phone No. \_\_\_\_\_

### **3.9 FIRE IN SURROUNDING AREA**

In the event of a fire in the surrounding area, the following procedures should be implemented:

1. The Principal will initiate the appropriate Immediate Response Actions, which may include STAND BY (1.1), SHELTER-IN-PLACE (2.3), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).
2. The Principal will notify “911” School Police (213) 625-6631 to provide the location and nature of emergency.
3. The Principal will activate the Security Team to keep access routes open for emergency vehicles.
4. The Fire/Rescue Team Leader will work with the fire department to determine if school grounds are threatened by the fire, smoke, hazardous atmospheres or other conditions. The Fire/Rescue Team will maintain open communication with the fire department.
5. If the Principal issues the EVACUATE BUILDING (2.5) action, evacuate using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify Student and Staff Accounting Team of missing students.
6. The Principal will keep a battery-powered radio tuned to a local radio station for emergency information.
7. In the event of a loss of water or other utilities, the Principal will refer to Loss of Utility Procedure in (3.11).
8. If appropriate, the Principal will implement Parent Alert System (5.1).
9. The Principal will notify the Local District Superintendent and the Office of School Operations and Safety of the emergency situation.

**Staff Assignments**

Principal \_\_\_\_\_ or designee \_\_\_\_\_

Security Team Leader \_\_\_\_\_

Fire/Rescue Team Leader \_\_\_\_\_

Maintenance and Utility Team Leader \_\_\_\_\_

Student and Staff Accounting Team Member \_\_\_\_\_

Local District Superintendent \_\_\_\_\_ Phone No. \_\_\_\_\_

### 3.10 FLOODING

*Note: This section is for schools located in a “100 year flood plain” or an “inundation zone” as determined by the city where the school is located. Schools located in unincorporated areas call the County Department of Public Works (626) 458-4321.*

1. The Principal will initiate appropriate Immediate Response Actions, which may include STAND BY (2.1), SECURE BUILDING (2.4), SHELTER IN PLACE (2.3), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).
2. Principal will keep a battery powered radio tuned to a local radio station for information.
3. If the Principal issues the EVACUATE BUILDING (2.5) action, evacuate using prescribed routes or other safe routes and proceed directly to the Assembly Area. Bring the student roster and take attendance to account for students. Teachers shall notify Student and Staff Accounting Team of missing students.
4. Principal will notify the Local District Superintendent of the emergency situation.
5. Principal will activate Parent Alert System (5.1.1), if appropriate.

#### Staff Assignments

Principal \_\_\_\_\_ or designee \_\_\_\_\_

Security Team Leader \_\_\_\_\_

Fire/Rescue Team Leader \_\_\_\_\_

Maintenance and Utility Team Leader \_\_\_\_\_

Student and Staff Accounting Team Member \_\_\_\_\_

Local District Superintendent \_\_\_\_\_ Phone No. \_\_\_\_\_

**3.11 LOSS OF UTILITIES**

For loss of utilities at the school site, the following procedures should be implemented:

- 1. Upon notice of loss of utilities the Principal will initiate appropriate Immediate Response Actions, which may include STAND BY (2.1), SECURE BUILDING or EVACUATE BUILDING (2.5).
- 2. The Maintenance and Utility Team will work with the utility company to determine the potential length of time service will be interrupted.
- 3. If the Principal issues the EVACUATE BUILDING (2.5) command evacuate using prescribed routes or other safe routes and proceed directly to the Assembly Area. Teachers shall bring the student roster and take attendance to account for students. Teachers shall notify Student and Staff Accounting Team of missing students.
- 4. The Principal will notify Local District Superintendent of the loss of utility service.
- 5. The Maintenance and Utility Team will implement the following plans in the event normal utilities are disrupted.

**A. Plan for a loss of water**

Toilets:  
\_\_\_\_\_

Drinking water:  
\_\_\_\_\_

Food Service:  
\_\_\_\_\_

Fire Suppression System:  
\_\_\_\_\_

**B. Plan for a loss of electricity**

Ventilation:  
\_\_\_\_\_

Emergency Light:

---

Other:

---

**C. *Plan for a loss of natural gas***

Food Service:

---

Other:

---

**D. *Plan for a loss of communication***

Telephone Service:

---

Other:

---

**Staff Assignments**

Principal \_\_\_\_\_ or designee \_\_\_\_\_

Maintenance and Utility Team Leader \_\_\_\_\_

Student and Staff Accounting Team Member \_\_\_\_\_

Local District Superintendent \_\_\_\_\_ Phone No. \_\_\_\_\_

### **3.12 ANIMAL DISTURBANCE**

For animal disturbance incident, the following procedures should be implemented:

1. The Principal will initiate appropriate Immediate Response Actions, which may include STAND BY (2.1), SECURE BUILDING (2.4), EVACUATE BUILDING (2.5) or OFF-SITE EVACUATION (2.6).
2. Upon discovery of the animal, staff members will keep students and staff away from the animal.
  - If animal is outside, keep students inside.
  - If animal is inside, keep students outside or in an area away from the animal.
3. If additional assistance is needed, the Principal will call “911” or School Police and provide the location of the animal and nature of emergency.
4. If the animal injures someone, notify the School Nurse, the parent, and Student Medical Services.

#### **Staff Assignments**

Principal \_\_\_\_\_ or designee \_\_\_\_\_

School Nurse \_\_\_\_\_

Local District Superintendent \_\_\_\_\_ Phone No. \_\_\_\_\_

## **4.0 EMERGENCY TEAMS**

### **4.1 INCIDENT COMMAND TEAM**

The Incident Command Team is responsible for directing school emergency response activities.

**Incident Commander** \_\_\_\_\_

**First Assistant** \_\_\_\_\_

**Second Assistant** \_\_\_\_\_

#### **Team Members**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Communications Coordinator** \_\_\_\_\_

#### **Team Assembly Location**

Inside: School Office

Outside: \_\_\_\_\_

#### **Responsibilities**

##### **Team Leader**

- Direct activities of all emergency teams.
- Direct Incident Command Team activities.
- Determine the need for, and request, outside assistance.
- Communicate with Local District Superintendent.

#### **First and Second Assistant**

- Act in the absence or direction of Incident Commander.
- Communications Coordinator.
- Interact with media and District Communications Staff.

#### **Team Members**

- Interact with other emergency teams.
- Carry out periodic drills as specified in Section 5.6.
- Collect, analyze and report information concerning students and staff who are injured or unaccounted for and facility damage assessment.
- Support outside agency activities.
- Ultimately account for the presence of all students and staff.

#### **Supplies and Equipment**

- Hand-held radios.
- Portable PA.
- Battery-operated AM radio.
- First aid and log forms.

## 4.2 CRISIS INTERVENTION TEAM

The Crisis Intervention Team will assist students in coping with emergency situations (e.g., earthquake, fire, death, suicide, or local, regional, or world events).

In response to notification of an emergency, sudden death, suicide, etc., the Principal should immediately notify the Local District Superintendent. The Crisis Intervention Team will be assembled to help plan the response and to prepare for the following day.

### Team Leader

\_\_\_\_\_ Alternate \_\_\_\_\_

### Team Members

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Team Assembly Location

Inside: \_\_\_\_\_

Outside: \_\_\_\_\_

### Responsibilities

#### Team Leader

- Direct activities of Crisis Intervention Team.
- Interact with Incident Command.
- Request assistance, if needed, from the Student Mental Health, and/or the County Department of Health Services.
- Promptly share factual information with staff, students, parents and community.
- Plan staff meetings or other communications as soon as possible to share information.

- Provide a written statement which teachers may use to announce the event to students.

**Team Members**

- Establish a crisis center on campus where crisis team members will be available to meet with the students.
- Provide an opportunity for teachers to meet with a designated crisis team member to obtain additional information on how to facilitate classroom discussion and to respond to students' questions and needs.
- Request teachers to refer students who seem especially upset to the school's Crisis Center for individual counseling.

### 4.3 FIRE/RESCUE TEAM

The Fire/Rescue Team responsibilities are: extinguish small fires, minimize exposure of hazards posed by a fire, recover missing students or staff; and work directly with local fire authority.

#### Team Leader

\_\_\_\_\_ Alternate

#### Team Members

Plant Managers

\_\_\_\_\_  
\_\_\_\_\_

#### Team Assembly Location

Inside: \_\_\_\_\_

Outside: \_\_\_\_\_

#### Responsibilities

##### Team Leader

- Direct Fire/Rescue Team activities.
- Interact with Incident Command.
- Interact with Fire Department.
- Determine when it is safe to reenter buildings.

##### Team Members

- Conduct sweep to determine location of fire(s).
- Work with Maintenance and Utility Team to turn off utilities and secure water system.
- Access emergency supplies.
- Extinguish small fires if possible.
- Assure that emergency vehicles have access to school grounds.
- Seal off and post areas where hazardous conditions exist.

- Set up sanitary facilities.
- Set up triage and/or temporary morgue.
- Conduct interior Search:
  - Conduct pre-established search and rescue patterns checking each classroom, office, storage room, auditorium and other rooms.
  - Mark the entry door with a slash “/”.
  - Upon entering an area call out and wait for an answer.
  - Remove entrapped victims first.
  - Remove trapped victims if possible.
  - When exiting complete the original slash (i.e., “/”), making an X, and write pertinent information on the door.
- Contact Security Team to secure the building from reentry after the search.
- Report to the team leader and describe situation.

### **Supplies and Equipment**

- CO2 fire extinguishers
- Water-type fire extinguishers
- Hand-held radios
- Hoses
- Water bib keys
- Gloves
- Blankets
- Notebook containing site map
- Master keys
- Bolt cutters
- Shovels
- Ropes
- Gloves
- Goggles
- Triage tags
- First aid kits

#### 4.4 FIRST AID TEAM

The First Aid Team will ensure that first aid supplies are available and properly administered during an emergency event.

##### Team Leader

\_\_\_\_\_ Alternate

##### Team Members

School Nurse (if on campus) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### Team Assembly Location

Inside: \_\_\_\_\_

Outside: \_\_\_\_\_

##### Responsibilities

###### Team Leader

- Interact with Incident Command Team to determine medical needs and plan.
- Direct First Aid Team activities.
- Determine the need for skilled medical assistance.
- Complete the Injury and Missing Persons Report.

###### Team Members

- Assess injuries and provide first aid as indicated.
- Set up first aid area and obtain supplies.
- Provide first aid to injured students and staff.
- Tag each of the injured with name, address, injury and any treatment rendered.
- Establish priorities for the transport of the injured to hospitals, when transport is available.

## **Supplies and Equipment**

- First aid supplies
- Triage tags
- Hand-held radios
- Stretchers
- Blankets
- Wheelchairs
- Patient record forms
- Site map
- Log forms

#### 4.5 ASSEMBLY AREA TEAM

The Assembly Area Team will facilitate the evacuation of students and teachers to their specific location within the Assembly Area. This team will also assist the Student and Staff Accounting Team maintain order in the Assembly Area.

##### Team Leader

\_\_\_\_\_ Alternate

**Team Members** (One teacher in charge of at least two homerooms).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### Team Assembly Location

The team is to assemble at the Assembly Area.

##### Responsibilities

###### Team Leader

- Manage Assembly Area Team resources.
- Interact with Incident Command.
- Appoint teacher team member to be stationed at the Assembly Area Grid.

###### Team Members

- Ensure that entrances to the Assembly Area are clear and safe.
- Assist in the evacuation of classes to the Assembly Area; keep all doorways, hallways and stairwells clear and safe.
- Assist the Student and Staff Accounting Team in locating students and teachers.
- Relay information by loudspeaker to Assembly Area.
- Act as liaison between the Incident Command Team, the counselors on the grass field and the morgue.
- Supervise clean-up of Assembly Area before students are released.

- Supervise an orderly dismissal of students and homerooms from the Assembly Area.
- Supervise and reassure students throughout the duration of the emergency event.

**Supplies and Equipment**

- Keys to Assembly Area
- Bull horn
- Site map and map of evacuation routes
- Copy of Standard Emergency Procedures for Schools
- List of homeroom codes
- Map of Assembly Area
- Log forms

#### 4.6 STUDENT AND STAFF ACCOUNTING TEAM

The student and Staff Accounting Team will account for all students and staff and report missing persons to the Incident Command team.

##### Team Leader

\_\_\_\_\_ Alternate

##### Team Members

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### Team Assembly Location

Inside: \_\_\_\_\_

Outside: \_\_\_\_\_

##### Responsibilities

###### Team Leader

- Direct Student and Staff Accounting Team Activities.
- Interact with Incident Command Team.

###### Team Members

- Obtain reports of missing students from teachers. Gather Injury and Missing Persons Report from each teacher and reports to Incident Command Team. (Section 6.6, Form F).
- Check student emergency card for name of person(s) authorized to pick up student.
- Release student only to an authorized person.
- If in doubt, ask for identification.
- Complete Student Release Log (Section 6.6 Form G).

##### Supplies and Equipment

- Map of Assembly Area

– Logs

#### **4.7 SUPPLY AND EQUIPMENT TEAM**

The Supply and Equipment Team will ensure the availability and delivery of adequate supplies and equipment during the course of an emergency.

##### **Team Leader**

\_\_\_\_\_ Alternate \_\_\_\_\_

##### **Team Members**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### **Team Assembly Location**

Inside: \_\_\_\_\_

Outside: \_\_\_\_\_

##### **Responsibilities**

###### **Team Leader**

- Direct Supply and Activity Team activities.
- Interact with Incident Command Team and report additional equipment and supply needs.
- Estimate number of persons requiring shelter and determine the length of time shelter will be needed.

###### **Team Members**

- Assess adequacy of available water, food, blankets and other supplies.
- Control conservation of water.
- Establish a list of all persons in shelter and determine any special needs.

- Distribute resources for immediate use (water, food, power, radios, telephones, and sanitary supplies).

**Supplies and Equipment**

- Hand-held radios
- Keys
- Portable Pas
- Water
- Food
- Power
- Telephones
- Sanitary supplies

#### **4.8 SECURITY TEAM**

The Security Team will ensure the security of the school site and its population. This team will coordinate with the Incident Command Team and the Student/Parent Reunion Team.

##### **Team Leader**

\_\_\_\_\_ Alternate

**Team Members** (two or more school personnel depending on the size of the school)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### **Team Assembly Location**

The team is to meet in front of the school, then rove the entire campus to determine areas of need.

##### **Responsibilities**

###### **Team Leader**

- Direct Security Team Activities.
- Interact with Incident Command.
- Identify problems and use radio to summon emergency vehicles.

###### **Team Members**

- Lock all external gates and doors; unlock gates when appropriate.
- Station one team member at the main entrance to the school to direct emergency vehicles to area(s) of need and to greet parents.
- Keep students and staff out of buildings, if necessary.
- Post signs as needed.
- Act as liaison between outside agencies, directing first responders as needed.
- Direct parents to Reunion Gate.

- Assist at Student/Parent Reunion Gate as appropriate.

### **Supplies and Equipment**

- Master keys
- Hand-held radio
- Copy of Standard Emergency Procedures for Schools
- Direction and information signs
- Notebook containing site maps
- Log forms

#### **4.9 MAINTENANCE AND UTILITY TEAM**

The Maintenance and Utility Team will minimize damage to the school site and the student population in a disaster. This team will coordinate the custodial and cafeteria staff.

##### **Team Leader**

---

Plant Manager and Cafeteria Manager

---

Alternate

##### **Team Members**

---

Custodial Staff

---

Cafeteria Staff

---

---

##### **Team Assembly Location**

Custodial staff proceeds to the utility shut-offs and the Incident Command Center. Cafeteria staff meets in the cafeteria.

##### **Responsibilities**

###### **Team Leader**

- Direct Maintenance and Utility Team activities.
- Interact with Incident Command Team.
- Contact Local Utilities (water, electricity, gas, sewer).
- Take extra workman keys to the Incident Command Center for distribution to other teams.

## **Team Members**

### **A. Custodial Staff**

- Survey all utilities and shut off gas, water and electricity where appropriate.
- Assess damage to school site.
- Take roll of Custodial Staff and send it to the Incident Command Center.
- Check sorted water supply and make it ready for distribution.
- Set up sanitation area (portable toilets, etc.).
- Help with first aid and set up temporary morgue (if necessary).

### **B. Cafeteria Staff**

- Survey utilities in the cafeteria and shut off gas and/or water where appropriate.
- Assess damage to cafeteria.
- Take roll of Cafeteria Staff.
- Prepare and distribute food as directed by the Incident Command Team.
- Assist the Emergency First Aid Team in comforting students as needed.

## **Supplies and Equipment**

- Hand-held radios
- Utility shut-off tools
- Supply inventories
- Copy of Standard Emergency Procedures for Schools
- Site map

#### **4.10 STUDENT/PARENT REUNION TEAM**

The role of the Student/Parent Reunion Team is to reunite the parents or guardians with their children. This can be highly sensitive role due to some parents will be informed their children may be injured, missing or dead. The Reunion Team is composed of two sub-teams: Main Gate Team and Reunion Team.

##### **A. Main Gate Team**

###### **Team Leader**

\_\_\_\_\_ Alternate

###### **Team Members**

Consider identifying members with multilingual skills.

\_\_\_\_\_  
\_\_\_\_\_

###### **Team Assembly Location**

The Main Gate team is to assemble at the main entrance.

###### **Responsibilities**

###### **Team Leader**

- Direct Main Gate activities
- Interact with Incident Command Team

###### **Team Members**

- Greet parents, guardians, or designees and direct them to the counselors at the Reunion Staging Area.
- Reassure parents, guardians, or designees and help maintain order.

###### **Supplies and Equipment**

- Keys to main gate

- Bull horn

## **B. Reunion Team**

### **Team Leader**

---

Alternate

### **Team Members**

---

---

### **Team Assembly Location**

The team is to assemble at the Reunion Area.

### **Responsibilities**

#### **Team Leader**

- Direct Reunion Team activities.
- Interact with Incident Command Team.

#### **Team Members**

- Greet parents, guardians, and designees and determine the home room codes of their children.
- Dispatch Student Runners to Assembly Area to escort students whose parents have come to claim them.
- Reassure parents, guardians, and designees and direct them to the Reunion Area to wait for their children.
- Reunite students with parents, guardians and designees.
- Confirm students recognize the authorized adults who come to claim them.
- Require authorized adult to sign student out of school.
- Keep accurate records of students leaving campus.

### **Supplies and Equipment**

- Hand-held radios

- Home room code lists
- Student programs
- Summons
- Tables and chairs (from nearby classrooms)
- Keys to Reunion Gate
- Materials for sign-out log

## 5.0 EMERGENCY INFORMATION

The information listed below will be used before, during, and after an emergency.

- Alert System
- School Bus Routes
- Emergency Phone Numbers
- Evacuation Routes
- Emergency Drills

### 5.1 ALERT SYSTEM

The school will develop an alert system comprised of parent and school personnel contact information.

#### ALERT SYSTEM 1: PARENT

*Note: Insert parent telephone numbers here.*

#### ALERT SYSTEM 2: SCHOOL PERSONNEL

*Note: Insert school personnel telephone numbers here.*

### 5.2 SCHOOL BUS ROUTES

*Note: Insert Bus Routes here OR provide specific location in School Office where bus routes are kept.*

### 5.3 EMERGENCY PHONE NUMBERS

School \_\_\_\_\_

EMERGENCY: Fire, Medical Aid	911
FIRE DEPARTMENT	
LOCAL POLICE DEPARTMENT	
SHERIFF DEPARTMENT	
SCHOOL POLICE	213-625-6631
LOCAL DISTRICT OFFICE	
LOS ANGELES OFFICE OF EMERGENCY SERVICES	323-980-2261

_____	HOSPITAL WITH EMERGENCY ROOM	
_____	HOSPITAL WITH EMERGENCY ROOM	
RED CROSS		213-739-5205 (24 hours)
STUDENT MEDICAL SERVICES		213-763-8342
SCHOOL MENTAL HEALTH		818-997-2640
NEAREST SKILLED MEDICAL ASSISTANCE		
PACIFIC GAS AND ELECTRIC Service Interruption Information		800-743-5000
GAS COMPANY		
ELECTRIC COMPANY		
WATER COMPANY		
SEWER AUTHORITY		
NEAREST EMERGENCY ASSISTANCE		
CALIFORNIA HIGHWAY PATROL		323-906-2424
KFWB Radio 980 AM		
KNX Radio 1070 AM		
KFI Radio 640 AM		213-385-0101
KABC-TV Channel 7		818-863-7777
KCBS-TV Channel 2		323-460-3000
KNBC-TV Channel 4		818-840-4444

#### **5.4 EMERGENCY SUPPLIES AND EQUIPMENT**

The lists of emergency equipment below are minimum recommendations. The schools will revise the lists to reflect emergency supplies. There are three specific locations that require emergency equipment.

- Location 1: Automobile/Bus
- Location 2: Classroom
- Location 3: School

##### **LOCATION 1: AUTOMOBILE/BUS**

###### Recommended Supplies

- AM Portable Radio
- C B Radio
- Cellular Phone
- Emergency Blanket
- Emergency Drinking Water
- Extra Batteries (flashlight/radio)
- First Aid Book

First Aid Supplies  
Flashlight  
Food Bars  
Safety Lightsticks  
Sanitation Supplies  
Road Flares  
Emergency Traffic Triangles

**LOCATION 2: CLASSROOM**

Location – Place next to primary evacuation doorway in each classroom

Recommended Supplies

1 backpack  
1 flashlight  
2 batteries  
1 pair of scissors  
1 first aid instruction summary sheet  
1 pad of paper (for name tags, etc.)  
1 pen and 1 pencil  
1 light stick  
1 whistle  
1 sewing kit  
1 package of safety pins  
1 solar blanket  
1 10 package of gum  
1 10 package of life savers  
6 packages of plastic trash bags  
2 packages of small paper bags  
2 packages of paper cups  
1 package of premoistened towelettes  
1 bottle of hydrogen peroxide  
2 small packages of Tylenol  
1 package of Tums  
4 ammonia inhalants  
2 Ziplock sandwich bags  
1 box of Telfa pads  
1 pair of tweezers  
1 box of Band-Aids  
2 cold packs  
1 2” roller bandage  
1 3” roller bandage  
1 roll of adhesive tape  
10 pairs of disposable gloves  
1 container of waterproof matches

Toilet tissue  
Sanitary napkins  
Triangular bandages  
Saline solution

**LOCATION 3: SCHOOL**

*Note: Suggested quantities are for 100 people for a period of 72 hours.*

Recommended Supplies

Item	Quantity
Blankets	100
Large battery operated radio with batteries	1
Heavy duty flashlights with batteries and bulbs	4
Whistles (for communicating with staff and students)	4
Clipboards	4
Ink pens	6
Medium garbage bags	4 packages (40 count)
Large 3-ply garbage bags	4 packages (20 count)
Plastic buckets – 5 gallon	6
Pads of paper	4
Scotch tape	4 rolls
Bed sheet strips (to be used as optional bandages)	4
Plastic cups	6 packages (100 count)
Paper plates	6 packages (100 count)
Plastic spoons, knives and forks	6 packages (100 count)
Can openers – manual	5

Food

Item	Quantity
Raisins – boxed and dated	20 lbs.
Large potatoes – canned and dated	60 cans
Large soups – dated	60 cans
Stewed tomatoes – dated	20 cans
Large canned beans – dated	20 cans
Large mixed fruit or fruit – dated	60 cans
Large peanut butter	20 tubs
Crackers	2 cases
Canned fruit juice	2 cases
Sugar cubes	4 boxes

## First Aid Supplies

Item	Quantity
First Aid Manual (Red Cross, up-to-date)	1
Alcohol	4 bottles
Alcohol prep	4 boxes – 100 count
Aluminum foil – 18 inches wide	4 rolls
Antibiotic solution (betadyne)	4 bottles
Aromatic spirits of ammonia	4 boxes – 10 count
Band-Aids – assorted sizes	8 boxes
Bandage – ACE wrap, Kerlix, Kling, or other conforming bandage of several widths – 2, 3, 4, 6 inch)	4 boxes each
Bandage scissors – blunt nose type	9 pairs
Bandage, triangular – 36 x 40 x 55 inch	30
Basin, emesis – disposable	10
Blankets – space or disposable	150
Blood pressure cuff with manometer	6
Burn sheets – sterile, disposable	4 packages
Cervical collar – small, medium & large	4 each
Cotton balls – unsterile	4 large packages
Disinfectant – hand washing	4 gallons
Dressings – 2x2's, 3x3's & 4x4's sterile	4 boxes each
Dressings – 5x9's & 8x10's sterile	4 boxes each
Dressings – eye pad, oval sterile	15 boxes
Dressings – Vaseline gauze 3x36 inch sterile	4 boxes
Ipecac	4 bottles
Kleenex	10 boxes
Marking pens – for all surfaces	6
Needles – for removing splinters & glass	4 packages
Note pads	20
Pack – cold Temp-Aid	1 case
Paper cups	4 boxes
Pack – hot Temp-aid	1 case
Paper bags	4 boxes
Paper towels	4 cases
Pencils or ball point pens	4 packages
Petroleum jelly	4 large jars
Pitcher or jar with cover – can be used as a measuring device	4 one quart size
Q-tip swabs	6 packages
Safety pins – assorted sizes	6 packages
Saline – 1 tsp. per quart sterile water = normal saline	4 boxes
Sanitary napkins – can be used for heavy bleeding wounds	2 cases
Spine board – long and short	2 each

Item	Quantity
Splints – inflatable, boards, magazines or other	Several sets
Standard surgical gloves – medium and large	4 boxes
Table	4
Thermometer – oral – Tempa-dot, disposable	4 boxes each
Toilet tissue	4 cases
Tongue depressors	4 packages
Towelettes – moist	15 boxes
Treatment log	1
Triage tags (from Office of Emergency Services)	150
Tweezers – large	9 pairs
Tylenol (15 grains)	6 bottles
Water purification tablets or	4 bottles
Household bleach (6 drops in 1 gallon of water)	2 gallons

Equipment for Each Fire/Rescue Team Member:

Back Pack  
 Gloves  
 Helmet  
 Orange Vest  
 Goggles  
 Boots  
 Heavy Clothing  
 Flashlight and Extra Batteries  
 Personal First Aid Kit  
 Water and Paper Cups  
 Whistle  
 Marker Pens  
 Fire Extinguisher 3-A:40-B:C  
 Pry Bars 36 and 66 Inches Long  
 Axes  
 Sledge Hammer 5-8 lb.  
 Pocket Knife  
 Duct Tape  
 Utility Shutoff Tools  
 Note Pad and Pen  
 Cyalume Sticks  
 Walkie-Talkie

## 5.5 EVACUATION ROUTES

Each school needs evacuation routes outlined on school plot plan(s) displayed at the main exit of each facility that houses students and/or staff. These routes should be followed during the each drill and/or emergency. Each school should have a pre-

designated location with an alternate location for all students/staff to assemble for roll call.

*Note: Place copy of the evacuation route behind this page.*

## 5.6 EMERGENCY DRILLS

There are three emergency drills school personnel should be prepared to execute. Determine the type of emergency and execute the appropriate drill.

Drill 1: Fire

Drill 2: Shelter-in-Place Alert

Drill 3: Earthquake

### DRILL 1: FIRE

**Signal:** Continuing short bells for 10 seconds, pause for 5 seconds; sequence repeats for a minimum of 1 minute.

#### Procedure:

##### Teachers

1. Please refer to the evacuation map in your classroom. If the room does not have a map, please contact the Principal today.
2. Familiarize yourself with class's route before the drill begins.
3. When the signal is given, have students form a single line outside the classroom. (Form a double line for large classes.)
4. Check to see that all students are out of the classroom; take student roster and close all doors.
5. Have students walk **quietly** in single file to the Assembly Area. Teachers should walk at the rear of the line.
6. Have students form a single line in the designated Assembly Area
7. Take attendance.
8. Wait for the "all clear" signal – one long, steady bell – then return **quietly** to your classroom in single file.

**All Other Personnel:** Report to Assembly Area for further instructions.

### DRILL: SHELTER-IN-PLACE ALERT

A Shelter-In-Place indicates that an emergency that requires students and staff to remain inside has occurred.

**Signal:** The signal for the “Shelter-In-Place” drill is the following PA announcement.

“YOUR ATTENTION PLEASE TAKE SHELTER-IN-PLACE. DO NOT LEAVE THE BUILDING. DO NOT LEAVE THE BUILDING. IF YOU ARE OUTSIDE, MOVE INSIDE. ADDITIONAL INFORMATION TO FOLLOW.”

**Procedure:**

1. When the announcement has been given, all classes will remain in their rooms:
2. Physical education classes will proceed into the gym.
3. Students should be arranged in the shelter area so as to enable them to assume a “**Duck, Cover and Hold On**” position on command given by the teacher in charge.
4. Move students to the most protected areas in the room.
5. Have students face away from windows and keep their backs toward windows.
6. Close all doors and windows. If possible, cover windows by lowering blinds, closing slots, drawing curtains, or pulling shades
7. Turn off gas, lights, power equipment, and appliances. All personnel must remain in the shelter area until further instructions are received from official sources.

**DRILL 3: EARTHQUAKE**

An earthquake drill is held to provide maximum protection in case of earthquake or other emergency where the risk of flying or falling debris is present. No advance warning or signal normally will be given. In practice drills, teachers should supervise students and be alert to the position of each student during the entire drill.

**Signal:** The signal for the drill is the following PA announcement.

“YOUR ATTENTION PLEASE. DUCK, COVER AND HOLD ON. DUCK, COVER AND HOLD ON. DUCK, COVER AND HOLD ON. ADDITIONAL INFORMATION TO FOLLOW.”

**Procedure:**

1. Drop to knees facing away from windows.
2. Get under desks or tables where possible.
3. Fold body onto floor with arms close to knees.
4. Place head as far as is possible between knees; cover crown of the head with hands.
5. Stay in this position for 10 seconds.
6. Teachers will direct students to return to seats.

After an earthquake, students will evacuate using the evacuation routes practiced during the fire drill. The students are gather in the Assembly Area and line up in the designated space.

If an earthquake occurs during non classroom hours i.e., passing periods, nutrition, or lunch, all persons will proceed to the Assembly Area and line up in the designated space.

## 6.0 FORMS

The following forms are intended for use before, during and after in implementing Immediate Response Actions (Section 2) and Emergency Procedures (Section 3).

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### 6.1 FORM A – ANNUAL EMERGENCY PLAN CHECKLIST

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School \_\_\_\_\_

Activity	Responsible Person	Date Completed
School Facilities/Grounds Hazard Assessment	_____	_____
Evacuation Routes Hazard	_____	_____
Update School Plot Plans	_____	_____
Emergency Phone Numbers and Resources Update	_____	_____
Survey of Special Staff Skills	_____	_____
Survey of Neighborhood Resources	_____	_____
Message to Parents	_____	_____
Assign Disaster Functions	_____	_____
Update Bus Routes to Identify Potential Hazards	_____	_____
Staff Orientation to Plan	_____	_____
Review Plan	_____	_____

Prepared by \_\_\_\_\_

Date Prepared \_\_\_\_\_ School Year \_\_\_\_\_

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**6.2 FORM B – BIOLOGICAL AND CHEMICAL THREAT RESPONSE CHECKLIST**

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School \_\_\_\_\_

	<b>Yes</b>	<b>No</b>	<b>Location</b>
Have students and staff been evacuated from area of contamination??	_____	_____	_____
Have all students and staff been accounted for?	_____	_____	_____
Has the area of contamination been cordoned off and secured?	_____	_____	_____
Has the area of contamination been affixed with conspicuous signs reading: "DO NOT ENTER"	_____	_____	_____
Have the doors and windows to the area of contamination been closed and locked?	_____	_____	_____
Have fans and ventilators serving the area of contamination been turned off?	_____	_____	_____
Have staff, students, or other personnel who came in contact with the area of contamination cleaned their hands with soap and water?	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Completed by \_\_\_\_\_

Date \_\_\_\_\_

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### 6.3 FORM C – BOMB THREAT REPORT

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School \_\_\_\_\_

Date \_\_\_\_\_ Time of Call \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Call Received by \_\_\_\_\_

At \_\_\_\_\_ (Phone Number) \_\_\_\_\_

When is the bomb going to explode? \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Where is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Who are you? \_\_\_\_\_

How can you be contacted? \_\_\_\_\_

Record the exact language of the threat: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Voice on the Phone: Man ( ) Woman ( ) Child ( ) Age \_\_\_\_\_

Intoxicated ( ) Accent ( ) Speech Impediment ( )

Other ( ) \_\_\_\_\_

Background Noise: Music ( ) Talk ( ) Children ( ) Machines ( )

Airplane ( ) Typing ( ) Traffic ( )

Other ( ) \_\_\_\_\_

\_\_\_\_\_

Completed by \_\_\_\_\_

Date \_\_\_\_\_





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**6.6 FORM F – INJURY AND MISSING PERSONS REPORT**

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School \_\_\_\_\_

Room Number \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Date \_\_\_\_\_

<b>INJURED</b>		
<b>Name</b>	<b>Type of Injury</b>	<b>Location</b>

<b>MISSING PERSONS</b>	
<b>Name</b>	<b>Possible Location</b>

