



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: District-wide 2009 Earthquake Exercise and Radio Test

NUMBER: REF- 4852.0

ISSUER: Earl R. Perkins, Assistant Superintendent
Office of School Operations

DATE: September 1, 2009

ROUTING
 Local District Superintendents
 Local District School Support Directors
 Local District Operations Coordinators
 Principals
 Non-School Site Administrators

PURPOSE: The annual “SHAKE” earthquake exercise is to be conducted under the direction of the school site administrator on October 15, 2009 in conjunction with a state-wide earthquake drill, “*The Great California ShakeOut*”. All LAUSD schools will practice their response to a large earthquake. The 2009 exercise will provide an opportunity to simulate a full disaster response and to evaluate and test of the site’s emergency procedures plan. The semi-annual radio test that is done in conjunction with district-wide emergency drills will take place on Tuesday, October 13, 2009, at 11:00 a.m. (See REF-1650., *Inter-Campus/District-Wide Safety Communications Test*)

MAJOR CHANGES: This Reference Guide replaces REF-1550.5, *District-wide 2008 Earthquake Exercise and Radio Test*, dated September 1, 2008.

INSTRUCTIONS: I. PRE-EXERCISE ACTIVITIES

A. Prior to the “SHAKE 2009” exercise, school site administrators should complete the following activities:

1. Review the school’s emergency plan with key staff to familiarize them with their responsibilities. Administrators may reference *Safe School Plan (SSP), Volume 2 - Emergency Procedures* for staff assignments, responsibilities, and procedures. Be sure to review the following sections of the *SSP, Volume 2 - Emergency Procedures*:

SEC.	SUBJECT	PAGES
2.0	Standardized Emergency Management	2-1 to 2-4
2.0	School Site Emergency Management Organization Chart (Please make a copy and include it with the bulletin to distribute to staff.)	2-5
2.2	Incident Command Teams/Roles and Responsibilities	2-6 to 2-30



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SEC.	SUBJECT	PAGES
4.0	Immediate Response Actions	4-1 to 4-6
5.8	Earthquake	5-18 & 19
5.13	Loss or Failure of Utilities	5-27 to 5-33
6.7.3	Drill 3: Earthquake	6-11 & 12

2. Print out and distribute the Quick Reference Guide that was created for the school with a cover memo to the staff about the drill. The guide is new for 2009 and was automatically created when the Safe School Plan Volume 2 was done. It will help remind staff about their emergency assignments and responsibilities.
3. Issue sample letters to inform parents of the “SHAKE 2009” exercise using Attachment A (English and Spanish versions). Additional parent notification letters in Armenian, Chinese, Korean, Russian, and Vietnamese can be downloaded from <http://www.lausd-oehs.org/emergencyservicesadministratorscorner.asp>
4. Update and review emergency procedures with students, staff and other site users (if applicable). Make sure that emergency cards and student and staff lists are current. Schools should print out reports and lists to assist with student and staff accounting. All these documents should be in the school’s Emergency Response Box. For additional information see REF-3284.0, *School Emergency Response Boxes*, dated September 19, 2006.
5. Inspect and inventory emergency supplies and equipment and replace or add items as necessary. Refer to REF-801.1, *Emergency Water Storage*, dated June 10, 2008, and REF-802, *School Site Emergency/Disaster Supplies*, dated February 5, 2004. A list of suggested emergency supplies can also be found in the *SSP, Volume 2 – Emergency Procedures, Section 6.6*.
6. Ensure school radios work as designed; any broken handheld radios should be sent to the Radio Unit for repair. Contact the Radio Unit for specific instructions at (323) 224-2411. For broken base stations, call the ITD Service Desk at (213) 241-5200. Elementary schools having problems contacting the local Secondary school using the “red tag” radio should also call the ITD Service Desk for assistance. Review the “School Radio Operating Instructions” DVD to ensure school site staff understand how to operate all radios. It will be helpful to contact by phone the other schools in your radio group to make sure they are ready for the Radio Test. Schools can now download the District’s new “Radio Tree” and other documents from the radio unit web site: <http://www.lausd.net/radiounit>



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7. Remind staff that school employees may be designated as “Disaster Service Workers,” pursuant to *California Government Code, Section 3100* and are to remain at school.
District staff should have a complete home preparedness plan in place so they will know their family is provided for in their absence following an emergency.
8. Remind students to discuss specific family plans with their parents to prepare for emergencies. Ensure that student emergency cards are current and complete. Site administrators are encouraged to make parents aware of the Los Angeles County Department of Health Services website at: <http://www.labt.org>, which has family emergency plans in 12 languages.
9. Incorporate any additional employees who work with your students and/or staff. Include any before or after school program employees as well as itinerant instructors. Involve anyone who is housed at the school in this drill.

II. EXERCISE SCENARIO

On April 21, 2009 at 10:30 a.m., a magnitude 7.8 earthquake occurs on the South San Andreas fault causing a rupture from the Salton Sea to Lake Hughes. The slip along the fault measures 30 feet in some areas. The shaking lasts over 2 minutes. The physical damage to L.A. County’s infrastructure is catastrophic. There is no electrical power. There are many water main breaks that reduce the availability of water. A “boil water” order has been issued to areas that do have water. Sewer lines are also damaged. Caltrans and CHP close all freeways and highway bridges until they can be inspected. Several pipelines carrying petroleum products across the fault line have ruptured and then caught fire. The resulting large brush fire can be seen from all over Los Angeles. It is estimated that over 300,000 people are homeless.

The school’s telephone system is inoperable but all radios work. Traffic comes to a halt as surface streets are severely impacted by excess traffic volume. Numerous fires have started caused by severed underground gas lines. The Superintendent declares a state of emergency and orders staff to remain at their sites and shelter all students at schools until they can be reunited with a parent or guardian. Police and Fire departments are overwhelmed by 911 calls and dispatchers will not say if or when units will respond. School staff must assume that they will be on their own to shelter and care for students and staff.

III. EXERCISE STANDARDS

- A. The drill must continue long enough to determine the effectiveness of your emergency plan. The following elements of your plan must be activated and practiced to ensure that skills have been mastered and everyone understands the following protocols and procedures:



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- Duck, Cover and Hold On for all students and staff.
 - Total Building Evacuation.
 - The Standardized Emergency Management System (SEMS).
 - Assembly area accounting of all students and staff.
 - Set up First Aid Station, Request and Reunion Gates.
 - Activate Crisis Team.
 - Activate Search and Rescue Team(s).
 - Activate Security Team.
 - Activate Fire Suppression/Haz-Mat Team.
 - Designate areas for toilets, morgue, media, etc.
 - Use of the On-line Drill Evaluation procedure
- B. In the event of inclement weather, the outdoor portions of the drill should be modified and/or rescheduled by the school site administrator, but not cancelled. The purpose of this drill is to practice the procedures and skills that will be needed in response to a major event. While the event may be rescheduled a few days to accommodate individual school needs, it must take place.
- C. Every effort should be made to make this drill as robust as possible so that all school members will be prepared to respond appropriately to a catastrophic event. Site administrators are encouraged to do the following:
1. Simulate that some stairwells or exits are blocked so that participants will be forced to consider alternate exits.
 2. Select students to act as “victims” to test how well they will be found, transported, treated and logged by school emergency responders. Use the Emergency Drill Triage Kit (Victim Tags) sent to all schools in August 2009.
 3. Encourage parent participation by having parents request their child or observe the exercise. Use this drill as an opportunity to show parents that the school is prepared for such events and that the students are safe and secure at school.
 4. Simulate changes in weather or other conditions that would require the emergency response team to adapt and modify their response.
 5. Pump water from one water barrel and distribute it to one class to test your ability to provide water to students.
 6. Set up one portable toilet to practice how it will be done in an emergency and to remind students and staff that this will be part of the school’s emergency response.



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7. Set up any tents or tarps that are in the emergency bin so that staff will know that these supplies are on campus and they have used them once before any emergency.

IV. LOG PROCEDURES

Each of the teams referenced in *SSP, Vol. 2 – Emergency Procedures, Section 2, Page 2.3* should be issued an adequate number of Emergency Response Team Log forms (Attachment B) to document events for evaluation. These logs would also be used to document any costs the District may claim for reimbursement from State and/or Federal agencies.

V. EVALUATION PROCEDURES

At the conclusion of the “SHAKE 2009” exercise, school site administrators are to complete the attached evaluation sheet (Attachment C). Additional copies can be downloaded from the OEHS website: www.lausd-oehs.org/emergencyservicesadministratorscorner.asp

Once the drill and data worksheet have been completed, school personnel are to log on to <http://emergencydrills.lausd.net> from a computer inside the District firewall and enter the drill information. A drill certificate will be automatically generated and e-mailed to the school. This certificate is to be retained in the log book for proof of compliance during an inspection. The drill sheet does not need to be sent in; once the drill information has been submitted on-line, the information sheet can be placed in the school’s drill log book. For additional assistance see REF-1314.1, dated January 13, 2009.

VI. RADIO TEST

The radio communications test is scheduled to begin on Tuesday, October 13, 2009, at 11:00 a.m. (See REF-1650., *Inter-Campus/District-Wide Safety Communications Test*), Telecommunications Branch will conduct a communications test of the:

- School radio system used to contact School Police
- Back-up phone system (using the fax line).
 - Voice message will be sent to all school fax lines
- Superintendent’s Emergency Notification System.
 - Message will be sent to all principals
- Schools will be expected to conduct a test of all back-up school communication system such as:
 - Internal campus radios
 - Cell Phone Contact for staff
 - E-mail distribution list for staff



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Schools can now download the District's new "Radio Tree" and other documents from the radio unit web site: <http://www.lausd.net/radiounit>

After concluding the radio test, school site administrators are to complete the *Communications Test Response Form* (Attachment B in REF-1650) and fax it to the Radio Unit at (323) 342-0685.

RELATED RESOURCES: *California Code of Regulations, Section 2400-2450, California Government Code, Section 3100.*

LEGAL REFERENCES: Civil Defense policy, Public Law 875, Eighty-First Congress
California Disaster Act – Citation
California Administrative Code, Title 5, Education
Senate Bill 187
Assembly Bill 2876
Code of California Regulations, Title 19, Section 3.13
Los Angeles Municipal Code, Section 57.111.06 – Emergency Exit Drills

ASSISTANCE: For assistance or further information, please contact the Office of Environmental Health and Safety at (213) 241-3199 or Bob Spears, Assistant Director, Emergency Services, at (213) 241-3889.

Contact the Radio Unit for specific instructions at (323) 224-2411.

To report broken base stations contact the Information Technology Division Service Desk at (213) 241-5200.

Administrators may consult the LAUSD Emergency Services website at <http://www.lausd-oehs.org/emergencyservices.asp> to refer to the following:

- Sample bulletins for school staff.
- Emergency service documents and bulletins.
- Emergency service links.
- Emergency preparedness information.
- Emergency preparedness power-point presentations.

Los Angeles Unified School District
Office of School Operations

REF- 4852.0
September 1, 2009

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 Safe Schools Plan. You are encouraged to participate in this drill.

Prior to the drill, please discuss with your child your family's home 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 (213) 739-5200. 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

Los Angeles Unified School District
Office of School Operations

REF- 4852.0
September 1, 2009

ATTACHMENT A

SAMPLE LETTER TO PARENTS

(School Letterhead)

(Date)

Estimados padres de familia o tutores:

La seguridad y el bienestar de nuestros estudiantes y del personal son nuestras prioridades fundamentales. A fin de que las escuelas tengan oportunidad de practicar los procedimientos a seguir en caso de una emergencia, el superintendente de escuelas 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 _____, a las _____. En 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 del mismo, los estudiantes y el personal participarán en la activación de nuestro Plan de Seguridad Escolar. Se insta a todos a tomar parte en el simulacro.

Solicitamos a los padres de estudiantes que antes de la fecha de realización del simulacro, conversen con sus hijos acerca del plan de preparación que tengan en sus hogares. Existen una serie de recursos disponibles para ayudarles a estar mejor preparados. La Cruz Roja cuenta con material extraordinario. El mismo 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 (213) 739-5200. En la guía telefónica también se puede encontrar valiosa información sobre primeros auxilios, CPR (Resurrección Cardiopulmonar), y preparación del hogar.

Si tiene alguna otra pregunta o necesita más información, por favor no dude en llamar a la oficina escolar por el _____.
(School Telephone Number).

Atentamente,

Director(a)

EMERGENCY DRILL DATA WORKSHEET

Use this form to record your drill information; then go to <http://emergencydrills.lausd.net> (please note that you must be on the LAUSD network for this address to work); enter the data and receive your certificate.
(Choose one)

- | | |
|---|--|
| <input type="checkbox"/> Fire | <input type="checkbox"/> Drop/Cover/Hold or "Drop" |
| <input type="checkbox"/> Earthquake drill with evacuation | <input type="checkbox"/> Campus Protection or "Lockdown" |
| <input type="checkbox"/> Shelter in Place | |

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 Bull Horn Whistle

(Omit #2 for Drop/Cover/Hold or "Drop")

2. Time Drill Started: _____ (am / pm) Time Drill Completed: _____ (am / pm)

3. Total number of Staff involved in the drill activity?
4. Total number of Students involved in the drill activity?
5. Did any special needs students participate in the drill? If yes, about how many?
6. Did you encounter any challenges with the special needs children? (Y/N)
7. If yes, Please describe challenges: _____

(Omit#8 for Drop/Cover/Hold" or "Shelter-in-Place", "Drop" & "Lockdown")

8. How long did it take to evacuate all buildings? _____ (minutes)
(Time from START of drill to the time when last staff or student arrived at the staging area.)

(Omit #9 for Drop/Cover/Hold or "Drop")

9. Did you establish an Incident Command Post? (Y/N)
10. Did staff bring the School Emergency Response Box to the assembly area?(Y/N)
11. Did you use the District's Safe School Plan, Volume 2 - Emergency Procedures 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 Safe School Plan.

(Omit#12, 13&14 for Drop/Cover/Hold or "Drop")

12. Did you use any supplies during the drill? (Check all that apply)
 Yes, our staff took supplies out their storing area.
 Yes, our staff used the supplies during the drill.
 No, we did not use emergency supplies.
13. Were parents notified either before or after the drill? (Y/N)
14. How were parents notified? (method)
15. Did any parents participate in drill? If yes, about how many?
16. What did parents do? _____

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ATTACHMENT C

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

18. Did you encounter problems with any of the following?
(Omit # "d, e, & f" for Drop/Cover/Hold or "Drop")
(Omit # "f" for Campus Protection or "Lockdown")

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

19. Using a grading scale from A through F, please grade the following:
(Omit "a, b, & c" for Drop/Cover/Hold or "Drop")
(Omit "a" for Campus Protection or "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					

20. Did you debrief after the drill? (Y/N)

21. What were the three top lessons learned?

1. _____

2. _____

3. _____

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

For questions on how to use this form see REF-1314.1 or call Emergency Services at (213) 241-3889. This form may also be downloaded at www.lausd-oehs.org/emergencyservices.asp