



TITLE: Emergency Exercise - Fall 2008

NUMBER: REF-1300.5

ISSUER: Yi Hwa Kim, Interim Director
Office of Environmental Health and Safety

DATE: September 23, 2008

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

PURPOSE: The purpose of this Reference Guide is to provide information about the Fall 2008 Emergency Exercise to be conducted at every school and office on Thursday, November 13, 2008. The exercise will include a special emergency scenario, and is intended to familiarize school staff with the following:

1. Use of the Standardized Emergency Management System (SEMS) found in the OEHS Safe School Plan, Vol. 2. – *Emergency Procedures*.
2. The responsibilities of the various school teams listed in the plan.
3. The appropriate response by the teachers, students, and staff to the challenges of this particular emergency scenario.
4. The school’s ability to respond effectively to special needs populations during this type of emergency or threat.

MAJOR CHANGES: This Reference Guide replaces REF-1300.4 on the same subject, dated August 14, 2008. The information regarding drill documentation has been updated to reflect the new web address for the automated drill reporting system.

In the past, the Fall Emergency Exercise has been used to review Lockdown and Shelter-in Place procedures. This year, the LAUSD Fall Exercise will be held in conjunction with a statewide emergency drill. Schools will participate in *The Southern California ShakeOut* that will simulate a magnitude 7.8 earthquake on the San Andreas Fault. This year’s exercise will be an abbreviated version of the annual Spring Earthquake Drill. The Spring Earthquake Drill will be conducted in its entirety, as usual. This drill will also test the District’s new on-line drill evaluation web portal; schools will no longer have to send in written evaluations.

INSTRUCTIONS: Prior to the Fall 2008 Emergency Exercise, it is strongly suggested that site administrators complete the following activities:

A. Pre-Exercise Activities

Review the school’s emergency plan with key staff to familiarize them with the school’s emergency plan and individual staff 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*:

SAFE SCHOOL PLAN, VOLUME 2 – EMERGENCY PROCEDURES		
SECTION	SUBJECT	PAGES
2.0	Standardized Emergency Management	2-1 to 2-3
2.0	School Site Emergency Management Organization Chart (Please make a copy and include it with the bulletin to distribute to staff.)	2-4
2.2	Incident Command Teams/Roles and Responsibilities	2-4 to 2-29
4.0	Immediate Response Actions	4-1 to 4-4
5.8	Earthquake	5-16 to 5-18
5.13	Loss or Failure of Utilities	5-27 to 5-31
6.7.3	Drill 3: Earthquake	6-12

1. Review with all staff the school’s emergency procedures.
2. Staff should be reminded that, during a disaster, all school employees may be designated “Disaster Service Workers,” pursuant to Government Code Section 3100; and as such, will need to remain at school until released by the principal. All District employees are strongly encouraged to have a complete home preparedness plan in place so that they will know that their family is provided for in their absence during an emergency.
3. Notify parents of the drill and encourage them to observe and/or participate. Parents need to know and see that their students are safe at school. One key element of this scenario will be the instructions given to parents. Where are they to go? How will they be notified? Sample letters are attached (Attachment A) or they can be downloaded from the Office of Environmental Health and Safety - Emergency Services web site: <http://www.lausd-oehs.org/emergencyservicesadministratorscorner.asp>
4. Ensure that student emergency cards are current and complete. Remind parents regularly of the importance and need to notify the school anytime their contact or residence information changes.
5. Remind students to discuss with their parents specific family plans in the event of the emergency.
6. Inspect and inventory all emergency supplies and equipment. Evaluate both classroom supplies and the supplies in the emergency bin. Replace or add any items as necessary. See REF-801.1, *Emergency Water Storage*, dated June 10, 2008 and REF-802, *School Site Emergency/Disaster Supplies*, dated February 5, 2004.
7. Check the contents of the School Emergency Response Box to make sure it contains accurate lists and information for responding to an



emergency. See REF-3284, *School Emergency Response Boxes*, dated September 19, 2006.

8. Insure that the Principal's contact information is correct in the Superintendent's Emergency Notification System. (See REF-2611.1)

B. Emergency Drill Scenario – November 13, 2008 – 10 A.M.

At 10 A.M. on Thursday, November 13, 2008, a 7.8 earthquake on the San Andreas Fault rocks Southern California. The shaking takes out all utilities, power and communications systems; however, school radios will continue to work.

School site administrators will announce the drill on the school's PA system. Schools will do the following:

1. All students and staff will "Drop, Cover and Hold."
2. After 45 seconds, (when the shaking stops) everyone will exit the buildings and proceed to the Assembly Area.
3. The school will set up the SEMS emergency response teams.
4. The Incident Commander will account for all students and staff, especially students with disabilities.
5. Have team members report to their assembly locations as identified in the SSP, Volume 2 - Emergency Procedures. Note: For this exercise, they do not need to distribute their tools or supplies.
6. Once all students and staff have followed "Drop, Cover and Hold," evacuated the building, been accounted for and the SEMS teams have formed up, the drill is completed.

C. District-Wide Communications Test

At 11 A.M. per REF-1650.3, *Inter-Campus/District-Wide Safety Communications Test*, dated February 12, 2008, conduct a communications test of the:

- School radio system.
- Back-up phone system (using the fax line).
- Superintendent's Emergency Notification System.

D. Post Exercise Evaluation

Following the drill, members of the Emergency Response Team can conduct an after-action review of the exercise. Please fill in the attached Emergency Drill Data Worksheet for the exercise (See Attachment B) and then log on to <http://emergencydrills.lausd.net> from any computer inside the District's firewall and use the new emergency drill report web portal to enter the data. Schools do not have to send in a written evaluation. Schools will automatically receive a certificate that they can use to show that they conducted an evacuation drill on that day.



**RELATED
RESOURCES:**

Safe School Plan, Volume 2 – Emergency Procedures.

For a complete description of the Great Southern California ShakeOut as well as links to many support agencies please visit: www.ShakeOut.org

For a searchable repository of all District communications, please visit the Emergency Services web site: <http://www.lausd-oehs.org/emercyncyservices.asp>

American Red Cross web site: <http://www.redcross.org/disasterservices>

ASSISTANCE:

For assistance or further information, please contact Bob Spears, Assistant Director of Emergency Services at (213) 241-3889 or at bob.spears@lausd.net.