



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Emergency Drills and Procedures
NUMBER: REF-1314.1
ISSUER: Yi Hwa Kim, Interim Director
Office of Environmental Health and Safety
DATE: January 13, 2009

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 for District offices, Local Districts and schools regarding emergency drills and procedures.

MAJOR CHANGES: This Reference Guide replaces REF-1314 on the same subject, dated September 24, 2004. Information regarding drill documentation has been updated to reflect an automated drill reporting system. Schools will no longer have to mail in drill evaluations.

INSTRUCTIONS: I. BACKGROUND

Continuous review and revision of disaster preparedness are essential for the safety of students and employees. Previous disasters have given credence to this concept.

II. DISTRICT EMERGENCY POLICIES

Administrators must be thoroughly familiar with the information contained in this reference guide and in the Safe School Plan (Volume 2 – Emergency Procedures) prepared for their school. Site administrators are to share this reference guide with all staff members to ensure decision-making continuity should the site administrator be absent from the site during an emergency.

Administrators shall verify that all equipment provided for public address, fire alarm, central station monitoring and bell system emergency signals is tested monthly to make sure that it is functional. Administrators shall make sure that drills and procedures are conducted in compliance with pertinent laws (See: LEGAL REFERENCES) and include the following actions:

- A. The administrator shall instruct all students and staff to evacuate to the designated Emergency Assembly Area when appropriate. This allows for the accurate accounting of students and staff, provision of aid to those in need, and offers an opportunity to disseminate information.



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- B. During any emergency, students shall remain on the school site until reunited with parent(s) or designees, and/or the administrator determines if the environment and time of day are safe to disperse students to their homes. Administrators are reminded that only the Superintendent of Schools has the authority to close schools. Use of the Request and Reunion Gates, as specified in the Safe School Plan – Volume 2 for the release of students to the custodial adults is expected.
- C. Administrators shall perform the following tasks to facilitate the effectiveness of the Safe School Plan:
1. Regularly review and familiarize staff regarding current emergency procedures and staff assignments.
 2. Conduct drill practice/review* as follows:

DRILL TYPE	ELEMENTARY	MIDDLE	SENIOR AND ADULT
<i>Fire</i>	First week of school until proficient, then once per month , including summer school.	First week of school until proficient, then once per month , including summer school.	First week of school until proficient, then once per semester , including summer school.
<i>Earthquake (Drop/Cover/Hold)</i>	Each month and summer school.	Each month and summer school.	Each month and summer school.
<i>Take Cover or "Drop"</i>	Review* once per semester , including summer school.	Review* once per semester , including summer school.	Review* once per semester , including summer school.
<i>Lock Down/ Shelter-in-Place</i>	Review* once per semester , including summer school.	Review* once per semester , including summer school.	Review* once per semester , including summer school.

*An oral review of purpose and procedure may be done in lieu of actual practice.



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3. Conduct a school-wide emergency response drill during the fall semester to test the school's updated Safe School Plan.
 4. Participate in the District-wide earthquake drill in April in compliance with state requirements.
 5. Insure that staff is familiar with how to properly use the public address, fire alarm, central monitoring and bell systems.
- D. The administrator shall verify that all drills have been conducted as required by State, City, Fire Department regulations and District policy as follows:
1. Verification of all emergency drills and fire alarm tests is to be kept at schools in a log book available for inspection by State, Fire Department and District Office of Environmental Health and Safety (OEHS) inspectors. The log may also include any memos/directions to staff from the site administrator listing dates, times or procedures pertaining to the drills. The records for emergency drills must be kept for two years.
 2. The approved way to conduct a fire drill is to activate one of the manual pull stations on a rotating basis. This will test both the station and the fire alarm system, including all of the audible and visual alarm indicating appliances. Schools with the new fire alarm system connected to the Central Monitoring Station must put their alarm system in the "two hour test mode," that will allow them to trigger an alarm and not summon the fire department. Schools should not attempt to simulate a fire alarm signal using the passing "bell" signal because it will not trigger all the alarm appliances, not educate the students and staff to true fire alarm sounds and not serve as a test of the fire alarm system and pull station.
 3. After each drill, school personnel shall complete an "Emergency Drill Data Worksheet" (Attachment B). Additional copies can be downloaded from: www.lausd-oehs.org/emergencyservicesadministratorscorner.asp
 4. 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.
- E. As part of their Los Angeles City Child Care Permit requirements, all Early Education Centers must *post* their Emergency Drill Record next to their permit.



III. DISTRICT EMERGENCY DRILL PROCEDURES

Complete descriptions of the procedures are found in the Safe School Plan (Volume 2 – Emergency Procedures), Section 4.

A. Fire Drill

1. Students will evacuate to designated emergency assembly areas, in a quiet, safe and expeditious manner.
2. Teachers will take their emergency class roster, account for all students and report any inconsistencies to the Incident Commander.
3. Students and teachers will wait in their designated areas for instructions.

B. Earthquake “Drop/Cover/Hold” Drill

The “Drop/Cover/Hold” procedure provides protection from flying objects and broken glass for students and staff during an earthquake.

1. Inside classroom:
 - a. Upon command of “DROP,” drop to knees, facing away from windows.
 - b. Take cover by getting under or below furniture (desk, chair, table, etc.).
 - c. Grasp the furniture legs with hands and hold tightly.
 - d. Evacuation of the buildings must be done only when the shaking has completely stopped.
2. On school grounds but outside school buildings:
 - a. Stay clear of buildings, power lines, light poles, etc.
 - b. Drop to the ground, cover head if possible and hold onto a stable object if available.
 - c. Remain clear of obstacles and wait until situation stabilizes and staff member gives all clear.
 - d. Move to the emergency assembly area.

C. Drop/Take Cover Drill

The emergency “Drop/Take Cover” procedure is used during the following disasters when they occur at or near the school or non-school site: bomb blast, gas truck explosion, airplane crash, gas storage tank explosion, shooting incident, railroad tank car explosion.

1. Procedure when inside the classroom:
 - a. Upon the command of “Drop/Take Cover,” drop to knees with back to a window, place head in lap and clasp hands behind the neck.



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- b. Wait quietly for further instructions.
 2. Procedure when outside the classroom:
 - a. Seek any type of protection (curb, bench, ditch, gutter, etc.).
 - b. Drop to ground with back to hazard and clasp hands behind neck.
 - c. Remain in this position for a brief period, and then seek, if necessary, more protective cover.
 3. Procedures when going to or from school:
 - a. Seek any type of protection (curb, bench, ditch, gutter, etc.).
 - b. Drop to ground with back to hazard and clasp hands behind the neck.
 - c. Remain in this position for a brief period, and seek, if necessary, more protective cover.
 - d. Go to the nearest available place of shelter and remain there quietly until instructed to leave by a recognized authority.

D. Lock Down Drill or “Campus Protection”

This drill is used to practice securing the school during police action, campus intrusion, community incidents or any other incident requiring school/room security.

1. Lock Down procedures inside the classroom:
 - a. Lock doors.
 - b. Close blinds and cover door window if necessary.
 - c. Move students away from window.
 - d. Remain in classroom until emergency is over, as announced by the site administrator.
2. Lock Down procedures outside the classroom:
 - a. Proceed to closest room.
 - b. Remain inside room until emergency is over, as announced by the site administrator.

E. Shelter-in-Place Drill

This action is taken to place or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment and includes the shut down of classroom and building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air.



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The difference between Shelter-in-Place and Lock Down is that Shelter-in-Place involves shutdown of the HVAC systems, and allows for the free movement of students within the building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.

1. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or other school buildings. Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
2. Teachers must secure individual classrooms, and the plant manager and Security/Utilities Team will assist in completing the procedures as needed: shut down HVAC systems; turn off fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

IV. SCHOOL BUS EMERGENCY PROCEDURES

Students traveling on school buses will receive instructions from bus drivers during any type of emergency. Buses may report to the nearest school after an emergency until further information is received.

V. STUDENT EMERGENCY INFORMATION CARD

The 1994 Emergency Information Card provides administrators with additional student information in case of an emergency. Emergency cards may be ordered from the District's Supply Catalog, Commodity Code #966-12-14121. Every effort should be made to keep all student emergency contact information current and accurate.

VI. SAMPLE LETTER

Attachment A is a sample letter (English/Spanish) that may be used to notify parents of the drill. School personnel can download the sample parent letters translated in Armenian, Chinese, Korean, Russian or Vietnamese at the OEHS website: <http://www.lausd-oehs.org/emergencyservicesadministratorscorner.asp>



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VII. CONDUCTING EMERGENCY DRILLS

Attachment C is a chart titled “Conducting Emergency Drills,” which may be duplicated and placed in all rooms.

Schools can download additional copies of the “Conducting Emergency Drills” chart by going to the OEHS web site at www.lausd-oehs.org/emergencyservices.asp.

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 of Emergency Services at (213) 241-3889.

For specific information regarding a school site’s fire alarm system, administrators should contact the Local Maintenance and Operations Area Electrical Technical Services Desk.

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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 web site: <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

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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)

- Fire Drop/Cover/Hold or "Drop"
 Earthquake drill with evacuation Campus Protection or "Lockdown"
 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)

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15. Did any parents participate in drill? If yes, about how many?
16. What did parents do?

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?

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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

CONDUCTING EMERGENCY DRILLS

EVENT	FIRE DRILL	EARTHQUAKE DROP/COVER/HOLD	DROP/TAKE COVER <i>(Used for explosions, airplane crash, shooting incident, etc.)</i>	LOCK DOWN OR SHELTER-IN-PLACE <i>(Used to secure school during police action or a campus intrusion emergency, hazardous material leak.)</i>
SIGNAL	Bell for 10 seconds; pause for 5 seconds; Bell for 10 seconds – repeat sequence.	Command of “ DROP ” given by teacher or staff member.	Alternating long and short bells; command of “ DROP ” given by teacher or staff member.	One long continuous bell, intercom, word of mouth, or other system of warning developed by school.
ACTION	Evacuate to outside assembly area.	Drop to knees; take cover under desk; hold on to leg of furniture.	Take immediate cover. Drop, facing away from windows or hazards. Bury face in arms to protect head. Close eyes tightly. Remain in position until directed to evacuate or until emergency is over.	Lock doors, close blinds, move away from windows. Outside, proceed to closest room. Remain until emergency is over. For Shelter-in-Place, close doors and windows, turn- off HVAC systems and seal vents.
ALL CLEAR	One long (10 seconds) bell or oral notification by staff that drill is over.	Given by teacher or staff member.	One long (10 seconds) bell or oral notification by staff that drill is over.	One long (10 seconds) bell or oral notification by staff that drill is over.

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ATTACHMENT C