

COVID-19 Emergency Preparedness and Response at Los Angeles Unified Schools

Use the below actions to guide and enhance school emergency management during the pandemic.

PLAN

- **Drills** - schools are expected to conduct all required emergency drills with each campus cohort during hybrid learning. Schools that have groups of students rotating through campus will need to hold drills for each schedule. Drill frequency table is available at <http://achieve.lausd.net/drills>.
- Submit emergency **drill evaluations** separately for each cohort.
- **Conduct an Integrated Safe School Plan review** to update staffing and ensure that everyone with an emergency role will be working in person and that all emergency teams are staffed.
- Develop contingency plan for **handwashing** during disasters or during a loss of water on campus. Identify any outdoor handwashing stations that may be used during a disaster.
- Evaluate the designated outdoor **isolation and quarantine areas** for potential use for the same purpose during emergencies requiring evacuation. Consider distance from buildings (building damage/rubble), reasonable distance from assembly area, line of sight (preferable), and communication between areas. If the existing areas are not suitable, identify isolation and quarantine areas near the assembly area for any students or employees who present symptoms during a disaster or are evacuated from the usual isolation and quarantine areas. Assign staff to monitor these areas as needed.
- Identify **alternate indoor spaces** to use during lockdowns and shelter-in-place incidents/drills for each outdoor isolation and quarantine area and for outdoor classrooms.
- Evaluate current assembly area and determine potential need to redefine or expand it to accommodate appropriate **physical distancing**; if necessary, establish a larger assembly area that will allow for proper social distancing.

PREPARE

- **Reduce or eliminate the need to share** disaster equipment and other items to the extent feasible. When sharing items cannot be eliminated, ensure hand cleaning between users and frequent disinfection of items.
- **Use paperless processes** as much as feasible during emergencies; remember that technology may not operate properly during an emergency due to power and internet outages.
- Establish the expectation that teachers should **bring classroom hand sanitizer** when evacuating.
- **Print rosters by classroom cohort** from MiSiS to account for students in an emergency. Print staff rosters by campus cohort. Consider paperless methods of accounting for everyone.
- Participate in an **emergency supply bin video consult** to evaluate supply needs, provided by the Office of Emergency Services (Contact emergencyservices@lausd.net).
- **Inventory current emergency supplies** and evaluate supply needs in classrooms, offices, and the emergency bin. Consider that emergency team members should not share items if possible to avoid cross-contamination and that parents/guardians may arrive without a face mask.
- **Encourage employees** to keep sanitizing items and to have extra masks in their personal emergency supply kit.

INFORM

- Ensure that all staff are aware of and **practice revised emergency procedures**.
- Discuss changed/additional emergency actions during **professional development** and **parent meetings**.
- Consider **written or Blackboard Connect communications** to share key details of the emergency plan modifications with parents and guardians, including request and reunion gate expectations.

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- **Review with students the additional emergency actions** they will need to take to mitigate the spread of COVID. Because these measures are new to the emergency response process, teachers and support staff should **monitor and support students** as they follow these protocols to facilitate proper implementation.

SUPPLY

Item	Emergency Type	Location	Rationale	Notes
Disposable Masks	All	Classrooms, offices, emergency bin	<i>Replace</i> soiled; <i>change</i> after extended use; <i>provide</i> to parents at request/reunion gates as needed	Rotate masks stored in emergency bin due to heat.
Face Shields	Earthquake/lengthy evacuation	Emergency bin	<i>Replace</i> damaged or lost face shields as needed	Store unassembled to minimize potential warping.
Hand Sanitizer	All	Classrooms, offices	<i>Hand cleaning</i> should be maintained during emergencies	When evacuating, every teacher should take hand sanitizer with classroom emergency supplies. House any extra hand sanitizer with classroom emergency supplies.
Water Carriers	Earthquake/lengthy evacuations/loss of water	Emergency bin	<i>Handwashing stations</i>	
Soap	Earthquake/lengthy evacuations	Emergency bin	<i>Handwashing stations</i>	Also store related items, such as pump dispensers or squeeze bottles.
Paper Towels	Earthquake/lengthy evacuations	Emergency bin	<i>Handwashing stations</i>	
Disinfectant	All	Emergency bin	<i>Disinfect</i> high-touch disaster items, tools, emergency toilets, handwashing stations	Also store related items, such as spray bottles and sponges.
Disinfectant Wipes	Lockdown, shelter in place	Classrooms, offices	<i>Disinfect</i> high-touch items in classrooms and offices, during a lengthy emergency, if feasible	Periodic disinfections should only be conducted during an emergency if it is safe to do so.
Writing Supplies	All	Classrooms, offices	<i>Individual Use Items:</i> Classrooms and offices should have clipboard, paper, pen in their emergency supplies to avoid sharing items	Individual items should be provided whenever feasible.