

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

Office of Emergency Services

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

PLAN

- Conduct all required **emergency drills** on campus as usual, with all staff and students participating. Document all drills through [emergencydrills.lausd.net](https://www.lausd.net/emergencydrills). Drill frequency table is available in REF-5803: [Emergency Procedures, Drills and District-Wide Exercises](#)
- Revise and submit the **Integrated Safe School Plan** by October 1. Carefully review and update emergency team staffing assignments, which were adjusted during hybrid instruction.
- Develop a 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.
- Identify **alternate indoor spaces** to use during lockdowns and shelter-in-place incidents/drills for each outdoor isolation and quarantine area and other outdoor activities for which there is no assigned classroom.
- Evaluate current assembly area and consider expanding it to maximize **physical distancing**.
- 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.

PREPARE

- **Reduce or eliminate the need to share** disaster equipment and other items, if possible. When sharing items is necessary, encourage hand cleaning and disinfection of items between users.
- **Use paperless processes** as much as possible 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 classroom rosters** from MiSiS to account for students in an emergency. Consider paperless methods of accounting for everyone.
- Participate in an **emergency supply bin consultation** 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 and that parents/guardians may arrive without a face mask. (Refer to Supplies table on the next page.)
- Encourage employees to **expand personal emergency supply kits**, including sanitizing items, extra face masks, and other personal PPE in their individual kit.
- **Ensure emergency water is current** and arrange to replace expired emergency water.

INFORM

- Ensure that all staff are aware of and **practice revised emergency procedures**.
- Discuss changed/additional emergency actions/stations during **professional development** and **parent meetings**.
- **Review with students any additional emergency actions** they will need to take to mitigate the spread of COVID-19.

Additional COVID-19-specific sources:

- <https://achieve.lausd.net/covid19>
- <https://achieve.lausd.net/resources>
- [LAUSD Office of COVID Response Homepage](#)

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SUPPLIES

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/ Drapes	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 (Do not store in emergency bin, due to high temps.)	<i>Hand cleaning</i> should be maintained during emergencies.	Every teacher should evacuate hand sanitizer with classroom emergency supplies. House any extra hand sanitizer with classroom emergency supplies.
Water Carriers	Earthquake/ lengthy evacuation/ loss of water	Emergency bin	<i>Handwashing stations</i>	
Soap	Earthquake/ lengthy evacuation	Emergency bin	<i>Handwashing stations</i>	Also store related items, such as pump dispensers or squeeze bottles.
Paper Towels	Earthquake/ lengthy evacuation	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 used during a lengthy emergency, if feasible.	Disinfection 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, etc. in their emergency supplies to avoid sharing items.	Individual items should be provided whenever feasible.