



TITLE: District-wide 2019 Earthquake Exercise and Radio Test

NUMBER: REF-5216.11

ISSUER: Zsuzsanna Vincze, Interim Administrator of Operations
Division of District Operations

Jill Barnes, Ed. D., CEM, Executive Emergency Strategist
Division of District Operations
Office of Emergency Services

DATE: August 20, 2019

ROUTING
Local District
Superintendents
Administrators of
Operations
Operations Coordinators
Non-School Site
Administrators
School Administrators
School Administrative
Assistants

PURPOSE: The annual ShakeOut earthquake exercise is conducted under the direction of the school site administrator on Thursday, October 17, 2019, as part of the State-wide earthquake drill, *The Great California ShakeOut*. All L.A. Unified schools will practice their response to a large earthquake. The exercise provides an opportunity to simulate a full disaster response and to evaluate and test the site’s emergency plan. The semi-annual radio test performed in conjunction with the District-wide emergency drills will take place two days prior to the ShakeOut, as specified in REF-6537.0, *Inter-Campus/District-wide Safety Communications Test*, dated July 27, 2015. The fall radio communications test will be conducted on Tuesday, October 15, 2019. District-wide Blackboard Connect emergency test messages will be sent via phone and text to all parents, guardians, and employees as part of the District-wide emergency exercise.

MAJOR CHANGES: This Reference Guide replaces REF-5216.10, *District-wide 2018 Earthquake Exercise and Radio Test*, dated August 20, 2018, and reflects current District organization and procedures.

INSTRUCTIONS: I. PRE-EXERCISE ACTIVITIES

A. Prior to the ShakeOut earthquake exercise, school site administrators should complete the following activities:

1. Review the school’s 2019-2020 Integrated Safe School Plan (ISSP) with key staff to familiarize them with their responsibilities. Remind staff that they can all view and download the ISSP at <https://issp.lausd.net> for emergency team assignments, responsibilities, and procedures. Review the following ISSP sections to assist with preparedness:

- Incident Command System
- School Emergency and Crisis Team charts
- Emergency Functions
- Threats and Hazards
 - Earthquake
 - Utility Failure



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- Training/Exercise (Step 6, Planning View)
2. Distribute a memo with drill specifics and procedures to all staff. Include information about using single sign-on to access the ISSP at <https://issp.lausd.net>. A flyer to post with this information is available at <http://achieve.lausd.net/issp>.
 3. Issue letters to inform parents of the ShakeOut earthquake exercise (Attachments A–E). Letters are available in English, Spanish, Armenian, Chinese, and Korean.
 4. Encourage staff and parents to download the LAUSD emergency plan app for smartphones and tablet devices. The employee version provides immediate access to 21 categories of emergency response procedures from the ISSP template. The version for the community and parents contains information about how L. A. Unified schools respond to a variety of emergencies. Information is available at <http://achieve.lausd.net/emergencyapps>.
 5. Update and review emergency procedures with students, staff, and other site users. Make sure that emergency cards and student and staff lists are complete and current, including in MiSiS. Schools should print out reports and lists to assist with student and staff accounting. All these documents should be in the School Emergency Response Box. For additional information see REF-5450.1, *School Emergency Response Boxes*, dated March 19, 2013.
 6. Inspect and inventory emergency supplies and equipment, including those in the emergency bin and classrooms, and replace or add items as necessary. Refer to REF-5451.2, *School Site Emergency/Disaster Supplies*, dated August 15, 2016, which includes lists of required emergency supplies.
 7. Ensure that school radios are fully functional. Batteries for handheld radios must be replaced every two years. If a two-way radio needs repair, follow the directions on the Radio Unit’s “Equipment Repair Form” on the webpage listed below. For problems with the principal’s emergency handheld radio or radio base station (located at secondary schools), submit an online service request, using the “Telecom” option. Schools should download the District’s updated “LAUSD Emergency Radio Communications Reporting Tree” at <http://achieve.lausd.net/radiounit>, as the current version may differ from the previous year.
 8. Remind staff that school employees may be designated as “Disaster Service Workers,” pursuant to *California Government Code, Section 3100* during an emergency and would remain at school to care for students and perform other emergency duties. Employees are to keep contact information updated using <http://ess.lausd.net> so that the District can keep employees informed during an emergency. District employees should have a comprehensive home emergency preparedness plan to support their family in their absence



following an emergency. Employees can take the MyPLN, online courses STEPS 101: *Employee Duties during a Disaster* and STEPS 102: *Basic Emergency Preparedness for Home* for details on these topics. A [Be Earthquake Ready](#) flyer for employees is also available on the Admin Corner page of the Emergency Services website.

9. Remind students to discuss specific family emergency plans with their parents to prepare for emergencies. Site administrators are encouraged to make parents aware of the American Red Cross site at www.redcross.org, which has family emergency plans in English and Spanish.
10. Incorporate any additional employees who work with your students and/or staff into your drill plans. Include any before or after school program employees and itinerant instructors.
11. Plan for the ShakeOut exercise with representatives from all schools on campus, including small schools, charter schools, and any others. All schools on a site are to participate in the exercise together.
12. Provide earthquake information and resources to teachers and parents. A valuable, free resource for secondary classrooms and parent groups is Extreme Event. This earthquake role-playing game was developed by the National Academy of Sciences and emphasizes community resilience. Materials can be downloaded at <http://extreme-event.org>.
13. Practice submitting a School Emergency Status Report (SESR). The SESR is an online tool that will help L. A. Unified compile critical disaster information from every school to get help and resources where it is needed in a large disaster (See Attachment H). During an actual disaster, schools will be notified if they need to submit a SESR. Principals and/or designees are to log in to <https://sesr.lausd.net> and complete one SESR at any time during ShakeOut week. As this is a practice submission to gain familiarity with the tool, schools may create disaster data to submit.

II. EXERCISE SCENARIO

On Thursday, October 17, 2019, at 10:15 a.m., a magnitude 7.2 earthquake occurs on the South San Andreas fault, causing a rupture from the Salton Sea all the way north to Lake Hughes. The slip along the fault measures 24 feet in some areas. The shaking lasts over two 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. Gas and sewer lines are also damaged. Caltrans and California Highway Patrol close all freeways and highway bridges until they can be inspected. Several pipelines carrying petroleum products across the fault line have ruptured and caught fire. The resulting large brush fires can be seen from all



over Los Angeles. It is estimated that over 300,000 people are homeless because of extensive damage to their homes.

The school's telephone system is inoperable but all handheld radios work. Traffic comes to a halt as surface streets are severely impacted by excess traffic volume and inoperable traffic lights. Numerous fires have started, caused by severed underground gas lines. The Superintendent declares a state of emergency and orders employees to remain at their sites and shelter all students at schools until they can be reunited with a parent or legal 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 the school's emergency plan. The following elements of the plan must be activated and practiced, ensuring that skills have been mastered and everyone understands the following protocols and procedures:

- Drop, Cover and Hold On for all students and staff
- Total building evacuation to the designated emergency assembly area
- Implement the school's Incident Command System (ICS) and activate all supporting teams to set up their stations and practice their roles, including:
 - Assembly Area Team to account for all students and staff
 - First Aid Team
 - Request and Reunion Gate Teams
 - Crisis/Psychological First Aid Team
 - Search and Rescue Teams
 - Security/Utilities Team
 - Fire Suppression/Haz-Mat Team
- Initiate a Blackboard Connect call to all parents from the safe assembly area
- Designate areas for toilets, morgue, media, etc.
- Complete the Emergency Drill Evaluation at <http://emergencydrills.lausd.net>

B. In the event of inclement weather, the outdoor portions of the drill can be modified and/or rescheduled by the school site administrator but should not be 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 within a few days of the given date to accommodate individual school needs, the drill must take place during the week of the standard drill date.

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 true catastrophic event. Site administrators are encouraged to include the following:



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1. Earthquake sound effects can be used during your ShakeOut drill. A 40-second sound file can be downloaded at <https://shakeout.org/drill/broadcast> and played over the intercom during the drill.
2. Simulate that some stairwells or exits are blocked so that participants will be forced to consider alternate exits.
3. Select students and staff to portray injured 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) materials previously sent to schools. Replacement materials can be downloaded from the LAUSD Emergency Services website <https://achieve.lausd.net/Page/2309> on the Administrator's Corner page.
4. Encourage parents to participate in the drill by requesting their child at the request gate or by observing the exercise. Use this drill as an opportunity to show the school's preparedness to parents and reassure them that the school is ready for such events and that the students are safe and secure at school during an emergency.
5. The site administrator should send a Blackboard Connect message to the parents from the Assembly Area. The message can be simply, "All students and staff are now practicing their emergency earthquake response procedures as part of the Great California ShakeOut". For assistance on how to use Blackboard Connect from the field please refer to <http://bbc.lausd.net>. Principals can also call Blackboard Connect directly for assistance at (866) 435-7684. The MyPLN STEPS Course 407, "Communication Methods in an Emergency," addresses sending Blackboard Connect messages from a location other than an office.
6. Simulate changes in weather or other conditions that would require the emergency response team to adapt and modify their response.
7. Pump water from one water barrel and distribute it to one class to test the school's ability to provide water to students.
8. 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.
9. Set up any tents or tarps that are in the emergency bin so that staff will know that these supplies are on campus and have practice using them before an actual emergency.



IV. EMERGENCY TEAM LOG PROCEDURES

Each emergency team should be issued an adequate number of Emergency Response Team Log forms (Attachment G) to document events for evaluation. In actual emergencies, 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 ShakeOut earthquake exercise, school site administrators are to complete the attached Emergency Drill Evaluation Worksheet (Attachment F). Additional copies can be downloaded from the Emergency Services website at <http://achieve.lausd.net/emergencyservices> on the Administrator's Corner page.

Once the drill and evaluation worksheet have been completed, school personnel are to log on to <http://emergencydrills.lausd.net> and enter the information from the worksheet. A drill completion certificate will be automatically generated and e-mailed. The certificate is to be retained in the log for proof of compliance during an inspection. Once the drill information has been submitted online, the data worksheet can be placed in the school's drill log. For additional assistance see REF-5803.4, *Emergency Drills and Procedures*, dated August 29, 2018.

VI. RADIO TEST

The fall radio communications test is scheduled for Tuesday, October 15, 2019, at 10:00 a.m. (See REF-6537.0, *Inter-Campus/District-Wide Safety Communications Test*). A District-wide Blackboard Connect emergency test message will also be sent to all parents, guardians, and employees on this date as part of the District-wide emergency exercise.

ITD Telecommunications Branch will conduct a communications test of the following systems:

- 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
 - Reminder message will be sent to all principals

Schools are expected to conduct a test of all back-up school communication systems, such as:

- Internal campus radios
- Cell phone contact list for staff
- E-mail distribution list for staff



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

After concluding the radio test, school site administrators are to complete the Radio Test Emergency Drill Evaluation at <http://emergencydrills.lausd.net>.

AUTHORITY: California Government Code, Section 3100
California Government Code, 8607
California Education Code, Sections 35295-35297
California Disaster Assistance Act
California Code of Regulations, Title 19, Section 3.13
California Code of Regulations, Sections 2400-2450
California Administrative Code, Title 5, Educational facilities
Los Angeles Municipal Code, Section 57.111.06

ASSISTANCE: For assistance or further information, please contact District Operations - Emergency Services at (213) 241-5337.

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

Administrators may consult the L. A. Unified Emergency Services website at <http://achieve.lausd.net/emergencyservices> for emergency-related resources, including:

- Sample school documents for school staff
- District documents and resources
- Links
- Preparedness information
- Preparedness power-point presentations

RELATED RESOURCES The L. A. Unified employee personal emergency preparedness campaign titled "YOYO 7 – You're On Your Own for 7 Days" is available at <http://YOYO7.lausd.net> and consists of a website, poster and 30-second video Public Service Announcement.

Blackboard Connect support can be found at <http://bbc.lausd.net> or (866) 435-7684.

Site administrators are encouraged to direct all school staff to the Safety Training for Emergency Preparedness at Schools (STEPS) program website for training resources, including a list of MyPLN online training on earthquake-related emergency procedures. Each course generates a certificate upon completion, which administrators can copy and keep to track which employees have received which trainings. A full list of STEPS courses is available at <http://steps.lausd.net>.

STEPS courses relevant to earthquakes include:

For all employees:

- STEPS 101 – Employee Duties during an Emergency
- STEPS 102 – Basic Emergency Preparedness for Home



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For classroom-level staff:

- STEPS 202 – What to Do if There is an Earthquake at School
- STEPS 206 – Classroom Hazard Mitigation – Making Classrooms Safer Before the Emergency
- STEPS 210 – Assisting Students with Special Needs during an Emergency
- STEPS 211 – Common Pediatric Medical Emergency Considerations
- STEPS 213 – Duties of the School Emergency First Aid Team
- STEPS 214 – Duties of the School Search and Rescue Team

For school-level staff:

- STEPS 400 – Basics of School Site Emergency Management
- STEPS 402 – Planning for and Responding to an Earthquake at School
- STEPS 407 – Communication Methods during an Emergency
- STEPS 419 – Student Release and Parent Reunification Procedures Following an Emergency
- STEPS 420 – Incident Command System – Structuring your Emergency Response Plan
- STEPS 421 – Principles of Unified Command; Working with First Responders and Outside Agencies

Related District Documents:

REF-6537.0 Inter-Campus/District-Wide Safety Communications Test
REF-5450.1 School Emergency Response Boxes
REF-5451.2 School Site Emergency/Disaster Supplies
REF-5803.4 Emergency Drills and Procedures



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ATTACHMENT A

SAMPLE EMERGENCY DRILL NOTIFICATION 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 Integrated Safe School Plan. You are encouraged to participate in this drill. For information about how your school prepares for emergencies, you may check the website <http://achieve.lausd.net/pei>. Information is available in five languages.

Please make sure that all contact information for your child is current at school, so that in the event of an actual emergency, we can reach you.

Prior to the drill, please discuss with your child your family's home emergency 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 (310) 445-9900. 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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ATTACHMENT B

SAMPLE EMERGENCY DRILL NOTIFICATION LETTER TO PARENTS

(School Letterhead)

(Fecha)

Estimados padres de familia o tutores legales:

La seguridad y el bienestar de nuestros alumnos y del personal son nuestras prioridades fundamentales. A fin de que las escuelas tengan la oportunidad de practicar los procedimientos a seguir en caso de una emergencia, el superintendente escolar 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 _____ de _____, a las _____. 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 de dicho entrenamiento, 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. Para información sobre cómo se prepara su escuela para emergencias, pueden revisar el sitio web <http://achieve.lausd.net/pei>. La información se encuentra disponible en cinco idiomas.

Por favor, asegúrense de tener a día la información de su hijo(a) para poder ponernos en contacto con usted en caso de una emergencia real.

Solicitamos a los padres de familia que, antes de la fecha de realización del simulacro, conversen con sus hijos acerca del plan de preparación que tengan en sus hogares. Existe una serie de recursos disponibles para ayudarles a estar mejor preparados. La Cruz Roja cuenta con material extraordinario., el cual 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 (310) 445-9900. En la guía telefónica también se puede encontrar información valiosa sobre primeros auxilios, la resucitación cardiopulmonar (CPR, por sus siglas en inglés), y preparación para el hogar.

Si tiene alguna otra pregunta o necesita más información, por favor no dude en llamar a la oficina de la escuela al _____
(número de teléfono de la escuela)

Atentamente,

Director(a)

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ATTACHMENT C

SAMPLE EMERGENCY DRILL NOTIFICATION LETTER TO PARENTS

(School Letterhead)

(날짜)

친애하는 학부모(들) 또는 보호자(들)께:

우리 학생들과 교직원의 안전 및 복지는 저희에게 가장 중요합니다. 학교들에게 비상 사태 대응 절차를 연습할 기회를 제공하기 위해, 총 교육감은 모든 학생들과 교직원들이 _____에 _____에서 실시하는 교육구-차원 비상 사태 대처 예행 연습에 참여할 것을 요청했습니다. 당일 학생들은 정규 시간에 하교한다는 것을 알립니다.

이런 예행 연습의 취지는 학생을 보호하고, 생명을 구하며, 부상을 줄일 수 있는 우리의 능력을 향상시키기 위함입니다. 본 예행 연습의 일부로서, 학생들과 교직원들은 본교의 안전 학교 플랜(Safe School Plan) 실행에 참여할 것입니다. 본 예행 연습에 참여해주실 것을 권합니다. 학교가 어떤 비상 대책을 준비하고 있는지에 대한 정보를 원한다면, <http://achieve.lausd.net/pei>를 검색하십시오. 다섯 언어로 번역되어 있습니다.

현재 자녀가 다니는 학교에 부모님과 연락할 수 있는 모든 정보가 정확히 있는지 확인하십시오. 그래야만, 실제로 비상 상태가 발생한 경우는 학교는 부모님과 연락할 수 있습니다.

예행 연습이 있기 전에, 자녀와 함께 귀하 가정의 비상 시 대처 플랜에 대해 논의하기를 부탁드립니다. 도움이 될만한 여러 자원을 구할 수 있습니다. 미적십자사는 훌륭한 자료를 제공하며, 이런 정보는 영어 또는 스페인어로 작성된 미적십자사 웹사이트에서 구할 수 있습니다: <http://www.redcross.org>. 또는 로스앤젤레스 첩터에 (213) 739-5200 으로 전화하셔도 됩니다. 전화 주소록에도 응급조치법, CPR, 패밀리 대처법에 대한 좋은 정보들이 있습니다.

질문이 있거나 추가 정보를 원한다면, 주저마시고 본교 사무실에 (School Telephone Number)으로 전화하십시오.

안녕히 계십시오,

교장

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ATTACHMENT D

SAMPLE EMERGENCY DRILL NOTIFICATION LETTER TO PARENTS

(School Letterhead)

(Date)

亲爱的家长或监护人们：

学生和教职员的安全与福祉是我们最优先的事。为提供学校机会做紧急事故应因程序的操练，学区总监要求全体学生和教职员在 _____(Date)，
的 _____ 时间参加全学区的紧急事故预备操练。请告知学生们，当日的正常课程停止。

操练的目的是要增进我们保护学生的能力，拯救生命，和减少伤害。操练中的一部分是学生和教职员参加我们学校安全学校计划的启动。鼓励你们每一位都来参加。如果想知道你们学校如何对紧急情况做准备，你们可以上网至下述网址查询：
<http://achieve.lausd.net/pei>。会为你们安排五种语言来查找这些资讯。

请确保你们在学校为你们孩子提供的联系人名单都是最新的。这样，一旦确实有紧急情况出现时，我们就可以联系上你们。

前来参加操练之前，请和你孩子讨论你家中的预备计划。有几处资源可以帮助你预备。美国红十字会有很好的材料。你可以从网上取得红十字会的英文和西班牙文的材料，网址是：www.redcross.org 或是打电话给洛杉矶分会 (310) 445-9900。在你的电话簿上也有宝贵的急救，心脏复苏 (CPR) 和家庭预备资料。

如果你有任何问题或需要进一步的资料，请随时打电话到学校的办公室。电话是

(学校电话号码)

诚挚地，

校长



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ATTACHMENT E

SAMPLE EMERGENCY DRILL NOTIFICATION LETTER TO PARENTS

(School Letterhead)

(Date)

Հարգելի ծնող(ներ) կամ խնամակալ(ներ),

Մեր աշակերտների և աշխատակազմի անվտանգությունն ու բարեկեցությունը մեր առաջնահերթ խնդիրներն են: Որպեսզի դպրոցները ստանան հնարավորություն գործնականում կիրառել արտակարգ իրավիճակների արձագանքման ընթացակարգը, դպրոցների վերակազմը խնդրում է բոլոր աշակերտներին և աշխատակազմին մասնակցել շրջանի մասշտաբով կազմակերպվող արտակարգ իրավիճակների պատրաստվածության վարժություններին _____, ժամը _____: Տեղեկացնում ենք, որ այդ օրը աշակերտները կազատվեն դասերից:

Ուսուցողական վարժությունների նպատակներն են՝ բարելավել աշակերտներին պաշտպանելու մեր ունակությունը, փրկել մարդկային կյանքեր և նվազեցնել վնասվածքները: Վարժությունների մի մասն էլ կկազմի աշակերտների և աշխատակազմի մասնակցությունը մեր դպրոցի Անվտանգության ծրագրում: Կոչ ենք անում ձեզ մասնակցել այս վարժություններին: Եթե ցանկանում եք տեղեկություններ ստանալ, թե ինչպես է ձեր դպրոցը պատրաստվում արձագանքել արտակարգ իրավիճակներին, կարող եք այցելել կայքը՝ <http://achieve.lausd.net/pei>: Տեղեկությունները հասանելի են հինգ լեզվով:

Խնդրում ենք համոզվել, որ բոլոր կոնտակտային տեղեկությունները ձեր երեխայի վերաբերյալ առկա են դպրոցում, որպեսզի իրական արտակարգ իրավիճակի դեպքում մենք կարողանանք կապվել ձեզ հետ:

Նախքան վարժությունները խնդրում ենք քննարկել ձեր երեխայի հետ տան պայմաններում արտակարգ իրավիճակներին պատրաստվածության պլանը: Առկա է մի քանի ռեսուրս, որոնք կօգնեն ձեզ պատրաստվել: Ամերիկյան Կարմիր խաչը ունի շատ օգտակար նյութեր: Դուք կարող եք ձեռք բերել Կարմիր խաչի նյութերը անգլերեն կամ իսպաներեն իրենց կայքում՝ <http://www.redcross.org>, կամ զանգահարել Լոս Անջելեսի բաժանմունք՝ (310) 445-9900: Ձեր հեռախոսային տեղեկատուն ևս ունի օգտակար տեղեկություններ առաջին օգնության, CPR-ի և տան պայմաններում պատրաստվածության մասին:

Եթե դուք ունեք որևէ հարց կամ ձեզ պետք է լրացուցիչ տեղեկատվություն, խնդրում ենք զանգահարել մեր դպրոցի գրասենյակ (դպրոցի հեռախոսահամար):

Հարգանքով,

Տնօրեն



ATTACHMENT F

EMERGENCY DRILL EVALUATION WORKSHEET

You may use this form to record your drill information prior to submitting through <http://emergencydrills.lausd.net>. Schools are expected to submit an evaluation after each emergency drill. A drill certificate of completion will be e-mailed upon completing and submitting this evaluation. E-mails containing drill certificates should be archived. Drill certificates should be printed and retained in the emergency drill log book for proof of compliance during inspections.

School*: _____

First and Last Name (of person completing this form)*: _____

Position (of person completing this form)*: _____

Check appropriate box regarding the submission of this drill evaluation*:

New submission Resubmission (to correct a previous submission)

1. Date Drill Conducted*: ____ / ____ / ____
2. Time Drill Started (based on alert)*: _____ (a.m./p.m.)
3. Time Drill Completed (when everyone was accounted for)*: _____ (a.m./p.m.)
4. Emergency Drill Type*:

<input type="checkbox"/> Fire	<input type="checkbox"/> Earthquake (Drop/Cover/Hold On)	<input type="checkbox"/> Lockdown
<input type="checkbox"/> Shelter in Place	<input type="checkbox"/> Take Cover/Drop	<input type="checkbox"/> Other _____
5. What type of system alerted students/employees to the drill?*

<input type="checkbox"/> Bell/tone	<input type="checkbox"/> Voice via Public Address (PA) System	<input type="checkbox"/> Megaphone
<input type="checkbox"/> Whistle	<input type="checkbox"/> Other _____	
6. In how many minutes did everyone evacuate?* _____ (minutes)
If evacuation was not part of the drill, respond "0."
7. Number of Participating Employees*:
8. Number of Participating Students*:
9. Number of Participating Students with Disabilities*:
10. Number of Participating Parents/Guardians*:
11. If parents/guardians participated, what were their roles?*

12. How were parents/guardians notified about the drill?*

<input type="checkbox"/> Blackboard Connect	<input type="checkbox"/> Newsletter	<input type="checkbox"/> School website
<input type="checkbox"/> Marquee/Sign at entrance	<input type="checkbox"/> No Notification	<input type="checkbox"/> Other _____
13. Was an Incident Command post established?* (Y/N)
14. Did an employee take the School Emergency Response Box to the assembly area/command post?* (Y/N)



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ATTACHMENT F

15. How was the school's Integrated Safe School Plan (ISSP) used for the drill?*

(Check all that apply.)

- During the planning of the drill During the execution of the drill
 After the drill Did not use the ISSP
 Other _____

16. Comments Regarding the Use of the ISSP:

For 17 through 22, please rate the performance in each of the aspects specified. 1 is the lowest.

	1	2	3	4	5	N/A
17. Execution of Emergency Procedures by Students*						
18. Execution of Emergency Procedures by Employees*						
19. Execution of Emergency Team Duties*						
20. Accounting for All Students, Employees and Others on Campus*						
21. Alert system*						
22. Communications During the Drill*						

23. Did the School Safety Committee and/or Emergency Team Leaders debrief after the drill?*(Y/N)

24. List the top lesson learned from this drill and how it will be addressed.*

25. What District training support would improve emergency drills and/or preparedness?

26. Additional Comments:

* Response required

Questions can be directed to emergencyservices@lausd.net or 213-241-5337. This form may also be downloaded at <http://achieve.lausd.net/emergencyservices>.



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ATTACHMENT H

School Emergency Status Report (SESR) User Guide

Log in to <https://sesr.lausd.net> using Single sign-on credentials.

The School Emergency Status Report (SESR) is an online tool that helps L. A. Unified compile critical emergency data from every school and get help and resources to schools during a large disaster. During an actual disaster, schools will be notified if they need to submit a SESR. It is understood that information in SESR may change over time, and that reports may be submitted with incomplete data. This tool is not to be used in place of completing an iSTAR or trouble call/ticket during a routine school day.

School Emergency Status Report Disaster mode

Please complete and submit the information below:

School campus **Date**

School Incident Commander
 Name
 Title
 Email

Contact Information
 Landline
 Cell phone
 Working phone
 Social media

General Status
 No or minor impact to site. We are able to operate as usual.
 Moderate impact to site. We are managing with the resources we have on site.
 Major impact to site. We need assistance and/or additional resources.

Systems and Utilities
 This incident/emergency caused new issues with the following systems today. This is not the place to record on-going issues unrelated to the incident.

Electricity Working Partial Outage Complete Outage
Water/plumbing Working Partial Outage Complete Outage
Gas Working Partial Outage Complete Outage
Phone (landline) Working Partial Outage Complete Outage
Fire Alarm Working Partial Outage Complete Outage
Intrusion Alarm Working Partial Outage Complete Outage
Internet/Network Working Partial Outage Complete Outage
Email Working Partial Outage Complete Outage
PA system Working Partial Outage Complete Outage
Two-Way Radios Working Partial Outage Complete Outage

Number of injuries (per category)
 Minor
 Moderate
 Major
 Deaths

Damage to buildings/classrooms
 No damage
 Minor
 Moderate
 Major

School buses on site No Yes
Security (LA SPD) on site No Yes
Meals No Yes
Media on site No Yes
Group outside fence No Yes

Number of Students
 Enrolled
 Present on site
 Transported to hospital
 Deaths
 Reunited with parent/guardian
 On field trip
 Field trip location

Number of Staff
 Total
 Present
 Transported to hospital
 Deaths
 On field trip
 Field trip location

Number of Others on Campus
 Present
 Transported to hospital
 Deaths
 On field trip
 Field trip location

Comments/notes:

The final section accounts for everyone at the school. It is understood that attendance counts may be estimated.