



# SAFETY ALERT

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No. 03-03

DISTRICT RESPONSE TO SERIOUS INCIDENTS

March 2003

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The District has established a Serious Incident Response Team (SIRT) to ensure effective response to "serious incidents." A "serious incident" is any incident involving: a death or serious injury; a chemical release that requires outside assistance; the evacuation of personnel or closure of a room or area; or any other incident which in the judgment of the Site Administrator or designee warrants review by the SIRT. The SIRT may be comprised of representatives from the following organizations: OEHS; the Local District, Nursing Services; Student Medical Services; Employee Medical Services; School Police; Office of Emergency Services; Office of General Counsel; and Office of Communications.

In the event of a "serious incident," the following procedure will be followed:

1. The Site Administrator or designee will call 911, as appropriate, and notify School Police at (213) 625-6631.
2. School Police will notify the Office of Environmental Health and Safety (OEHS) and provide details of the incident. The OEHS Duty Officer will ensure that the call is directed immediately to a Deputy Director or Manager.
3. The Deputy Director or Manager will review the details of the incident to determine the need for activating the SIRT, and will notify the specific organizations necessary to participate in the response.
4. Once activated, members of the SIRT will convene on site to confer with the Site Administrator, investigate the incident and direct necessary response actions. The Site Administrator will confer with the SIRT on the need to brief teachers, parents and community members.
5. Following necessary response actions, members of the SIRT will evaluate site conditions and confirm that all necessary actions have been taken. The SIRT will provide written clearance to the Site Administrator that normal operations can resume.

Questions on this procedure may be directed to the Office of Environmental Health and Safety at 213-241-3199.

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DISTRIBUTION: All Schools and Offices