



Office of Environmental Health and Safety
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SAFETY ALERT

No. 04-08

EMERGENCY PREPAREDNESS - RECOMMENDATIONS
FOR PARENTS, TEACHERS AND SCHOOL ADMINISTRATORS

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While LAUSD is among the best prepared school districts in the nation, it is important to remember that emergency preparedness is not an “end point” but rather a “process” that must be continually reviewed and improved. Central to this process is the development of a *school emergency plan* for each of the 900 individual school sites serving our Los Angeles student population. A template for the preparation of school emergency plans may be downloaded at www.lausd-oehs.org.

Parents and school staff often ask “What can I do to be better prepared for an emergency?” Following are suggested actions you can take to better prepare your home and school environment for emergencies.

Parents and Students:

1. Prepare a Disaster Supply Kit for your Home, Car(s), Work and School(s).
2. Eliminate the hazards from your home that could hurt you or your family in an emergency.
3. Visit your child’s school and ask about what will happen during an emergency. Make sure your child’s Emergency Card is correct and current.
4. Make sure that students take all emergency drills seriously. Review emergency procedures regularly.
5. Prepare a Family Disaster Plan and review it regularly with everyone in your family.
6. Contact the American Red Cross for Disaster Preparedness information: <http://www.redcross.org/> or call 213-739-5200 for the Los Angeles Chapter.
7. Get Community Emergency Response Training (CERT) from your local Fire Department.

Teachers and Staff:

1. Prepare a Family Disaster Plan and review it regularly with everyone in your family.
2. Prepare a Disaster Supply Kit for your Home, Car(s), Work and School(s).
3. Be aware of your legal responsibility to become a mandated Disaster Services Worker during the emergency. Make sure that your family is prepared to respond to the emergency while you are still at school.
4. Check your room for safety hazards that could injure you or your students.
5. Be familiar with your school’s emergency plan and your responsibilities as part of that plan.

Administrators:

1. Prepare a Family Disaster Plan and review it regularly with everyone in your family.
2. Prepare a Disaster Supply Kit for your Home, Car(s), Work and School(s).
3. Make sure that you are familiar with the District's Emergency Procedures as explained in *Safe School Plan, Volume 2 – Emergency Procedures*.
4. Consistent with the *Safe School Plan*, assign staff members to the Standardized Emergency Management System (SEMS) roles for emergency response, and train members of your emergency team so that they have the skills and experience to fulfill their SEMS responsibilities.
5. Make sure that your students and staff drill regularly so that they are familiar with all the District's emergency procedures
6. Inform and involve the parents so that they will be assured of their child's safety during an emergency.
7. Make sure that your school's emergency supplies are current and complete.
8. Make sure that any potential safety hazard on your campus is addressed as quickly as possible.
9. Call OEHS, Emergency Services for emergency training or support at (213) 241-2889.

If you have any questions on emergency preparedness, please contact the Office of Environmental Health and Safety at (213) 241-3199.