



LAUSD

Local District Operations Center

LDOC

Guide

LAUSD Local District Operations Center (LDOC) Guide

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LOCAL DISTRICT OPERATIONS CENTER (LDOC) GUIDE

A. Providing Immediate Support to Schools

During an emergency or crisis event, the immediate support to the schools will come from the closest available resource, the Local District (LD).

B. Establishing a Local District Operations Center (LDOC)

1. The LAUSD Superintendent or designee will direct the LD to establish a Local District Operations Center (LDOC) to respond to the needs of the schools in that geographical area and provide assistance and guidance.
2. The LD superintendent or designee assigns staff to support the LDOC; other employees may provide direct support/service at specific school sites. LDs should create a rotation/shift plan for the LDOC.
3. The LD Superintendent or designee will assign staff based on the needs of the emergency.
4. It is expected that each Local District Operations Center (LDOC) will be open from 6:00 a.m. to 6:00 p.m. daily for the duration of the emergency unless determined otherwise by the LD Superintendent or EOC.
5. LD staff will identify the contact point for the LDOC.
6. The LD Superintendents, Administrators of Operations, and Administrators of Instruction will receive a School Emergency Status Report (SESR) at least once daily from the schools and request updated reports as needed based on the emergency. Based on these reports and direct calls or other information, the LDOC can request specific resources from the EOC.
7. LDOCs should model their structure on the Incident Command System (ICS), and organize employees using the ICS functional sections of Operations, Planning and Intelligence, Logistics, and Finance and Administration.

C. Staffing the Local District Operations Center (LDOC)

1. The Local District Operations Center (LDOC) will be staffed with support personnel from the LD and other units who can respond to the specific needs of the emergency (see LDOC Resources attachment).
2. In addition to LD Operations and Instruction staff, the LDOC will contain LD employees and representatives from other District divisions who can provide immediate guidance and support. Initial LDOC staffing should include existing personnel assigned to the LD representing the following support services as required by the emergency. These personnel may include representatives from:
 - ✓ Beyond the Bell
 - ✓ Certificated Human Resources
 - ✓ Food Services
 - ✓ Information Technology Division (ITD)
 - ✓ Los Angeles School Police Department (LASPD)
 - ✓ Maintenance & Operations (M&O)
 - ✓ Office of Environmental Health & Safety (OEHS)
 - ✓ Parent & Community Engagement (PACE)
 - ✓ Payroll Services
 - ✓ Personnel Commission
 - ✓ Procurement
 - ✓ Special Education
 - ✓ Student Health and Human Services (SHHS)
 - ✓ Transportation

D. District Emergency Structure

1. The LAUSD Emergency Operation Center (EOC) will be activated to manage resources and information Districtwide. Resource requests that come into the LDOCs will be managed through the EOC.
2. Department Operations Centers (DOCs) may be activated by LAUSD departments as necessary. Department representatives in the LDOC are expected to communicate with their DOC as well as the EOC.
3. Refer to Bulletin BUL-6584.0, *Emergency Operations Center Procedures*, for more information on the LAUSD EOC.

SCHOOL EMERGENCY STATUS REPORT

<http://myapps.lausd.net/schoolstatus>

A. School Emergency Status Report

1. The School Emergency Status Report (SESR) allows schools to quickly report emergency condition to both the Local District Operations Center (LDOC) and the Emergency Operations Center (EOC).
2. The School Status Report consists of several sections that should give the LDOC and EOC information to prioritize requests and provide assistance to schools.

B. Reports

1. The school principal or designee will complete and submit the SESR as soon as possible after the initial impact of the emergency.
2. Reports are to be submitted online. If a school cannot access the internet and it is safe to do so, it will fax the report to the EOC at (213) 202-4581. Paper copies of the form can be found in the Safe School Plan and schools should keep a supply of blank forms next to their fax machine.
3. A schedule for submitting updates of the report will be established by the EOC based on the needs of the emergency and communicated to the LDOCs and schools.
4. The SESR output can be displayed as a table or as a dashboard and can be downloaded as a spreadsheet. The data from each report should be stored to document the emergency.

SCHOOL STATUS REPORT SCREENSHOT

LOS ANGELES UNIFIED SCHOOL DISTRICT
SCHOOL STATUS REPORT

SCHOOL OPERATIONS Location 1007001 Local District - E

Home Help Logout

Login User: jill.barnes
Job Title: CRD, EMERGENCY SVCS

Select School: Date:

School Incident Commander
Name: Title:

Working Contact info
Landline: Cell: Email: Social Media:

Assessment of Impact

No or minor impact to site. We are able to operate as usual.
 General Status: 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.

Damage to buildings/classrooms No Minor Moderate Major

Injuries (severity and number) Minor Moderate Major Deaths

Utilities + Systems

This incident/emergency caused new issues with the following systems today*:
*Note: This is not the place to record on-going issues unrelated to the incident.

Electricity	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text" value="140 char max"/>
Water/plumbing	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text" value="140 char max"/>
Gas	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text" value="140 char max"/>
Phone(landline)	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text" value="140 char max"/>
Fire Alarm	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text" value="140 char max"/>
Intrusion Alarm	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text" value="140 char max"/>
Internet/Network	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text" value="140 char max"/>
Email	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text" value="140 char max"/>
PA system	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text" value="140 char max"/>
Two-Way Radios	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text" value="140 char max"/>

Resources on Site

School Buses Yes No
Meals Yes No
Security(LASPD) Yes No

Media on site TV Radio Print

Group outside fence Peaceful Disruptive Agitated

Student Count *	<input type="text" value="0"/>	Students Present (8/8/2016)	<input type="text" value="0"/>
Norm Day Enrollment *	<input type="text" value="0"/>		

Students accounted for	Students off campus
On Site (include injured) <input type="text"/>	Transported to Hospital <input type="text"/>
Deaths <input type="text"/>	Field Trip <input type="text"/> Destination <input type="text"/>
	Reunited with Parent/Guardian <input type="text"/>
Staff Members accounted for	Staff members off campus
On Site (include injured) <input type="text"/>	Transported to Hospital <input type="text"/>
Deaths <input type="text"/>	Field Trip <input type="text"/> Destination <input type="text"/>
	Other <input type="text"/>
Others on Campus (parents, guests, non-staff employees)	
On Site (include injured) <input type="text"/>	Transported to Hospital <input type="text"/>
Deaths <input type="text"/>	Field Trip <input type="text"/> Destination <input type="text"/>
Details <input type="text"/>	Other <input type="text"/>

* Student count may be an estimate if attendance count is delayed

Last updated on this date by

<http://myapps.lausd.net/schoolstatus>

Los Angeles Unified School District

Local District Operations Center (LDOC) Assigned Contacts

Primary LDOC Address		Backup LDOC Address
Phone		Phone
LD Superintendent		Work: Cell: Home: Email:
Administrator of Operations		Work: Cell: Home: Email:
Administrator of Instruction		Work: Cell: Home: Email:
Administrator of Parent & Community Engagement		Work: Cell: Home: Email:
POINTS OF CONTACT FOR THE LDOC How schools will request support		
Phone:		
Email:		
Fax:		
Radio:		

STAFF ASSIGNED TO THE LDOC

Operations		Work: Cell: Home: Email:
Operations		Work: Cell: Home: Email:
Operations		Work: Cell: Home: Email:
Operations		Work: Cell: Home: Email:
Instruction		Work: Cell: Home: Email:
Instruction		Work: Cell: Home: Email:
Instruction		Work: Cell: Home: Email:
Beyond the Bell		Work: Cell: Home: Email:
Certificated Human Resources		Work: Cell: Home: Email:

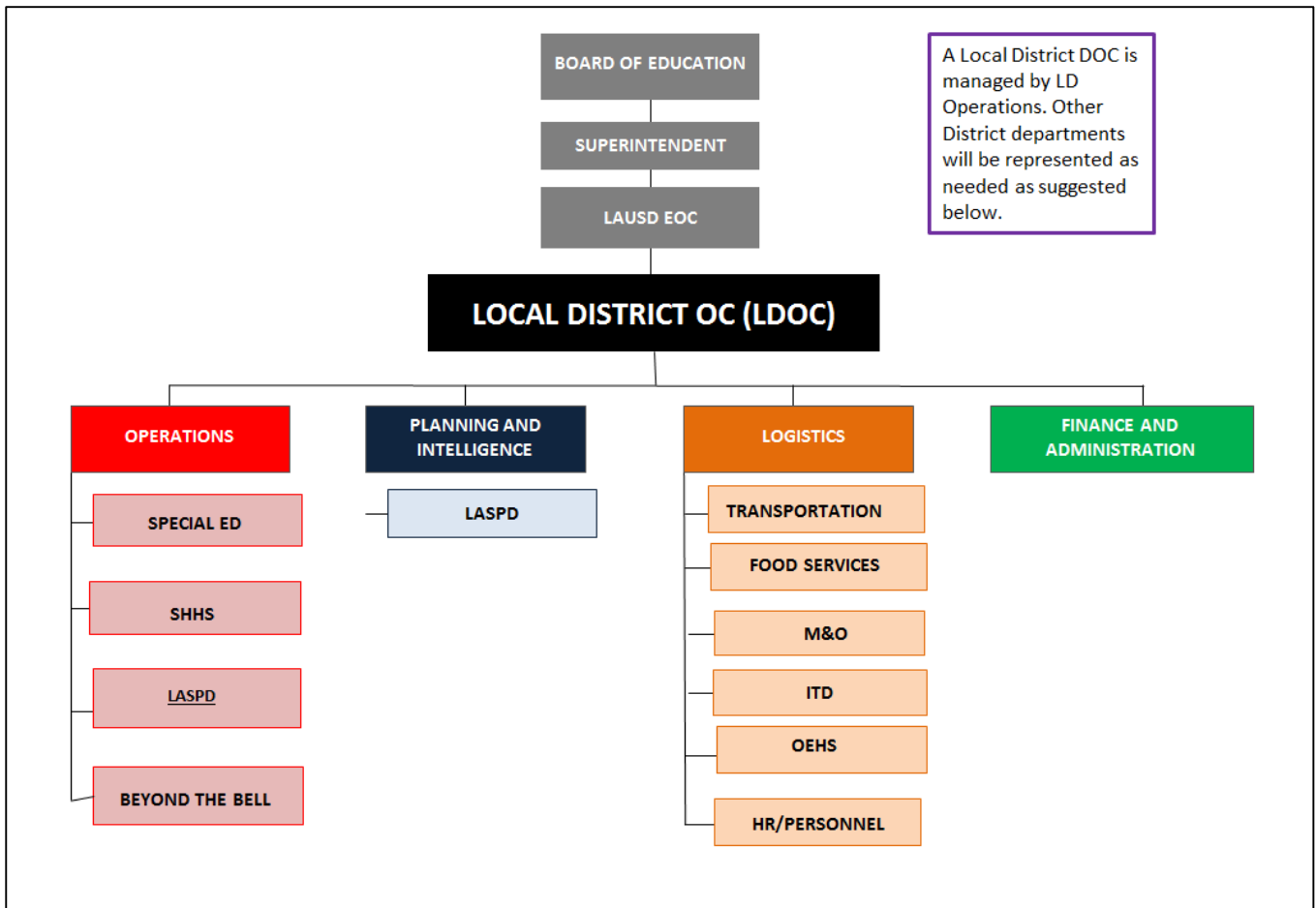
Food Services		Work: Cell: Home: Email:
ITD		Work: Cell: Home: Email:
LASPD		Work: Cell: Home: Email:
M&O		Work: Cell: Home: Email:
Nursing Services		Work: Cell: Home: Email:
OEHS		Work: Cell: Home: Email:
Organization Facilitator		Work: Cell: Home: Email:
PACE		Work: Cell: Home: Email:
Payroll Services		Work: Cell: Home: Email:
Personnel Commission		Work: Cell: Home: Email:

Procurement		Work: Cell: Home: Email:
Pupil Services/Attendance		Work: Cell: Home: Email:
School Mental Health		Work: Cell: Home: Email:
Special Education		Work: Cell: Home: Email:
Transportation		Work: Cell: Home: Email:
Other		Work: Cell: Home: Email:
Other		Work: Cell: Home: Email:
Other		Work: Cell: Home: Email:

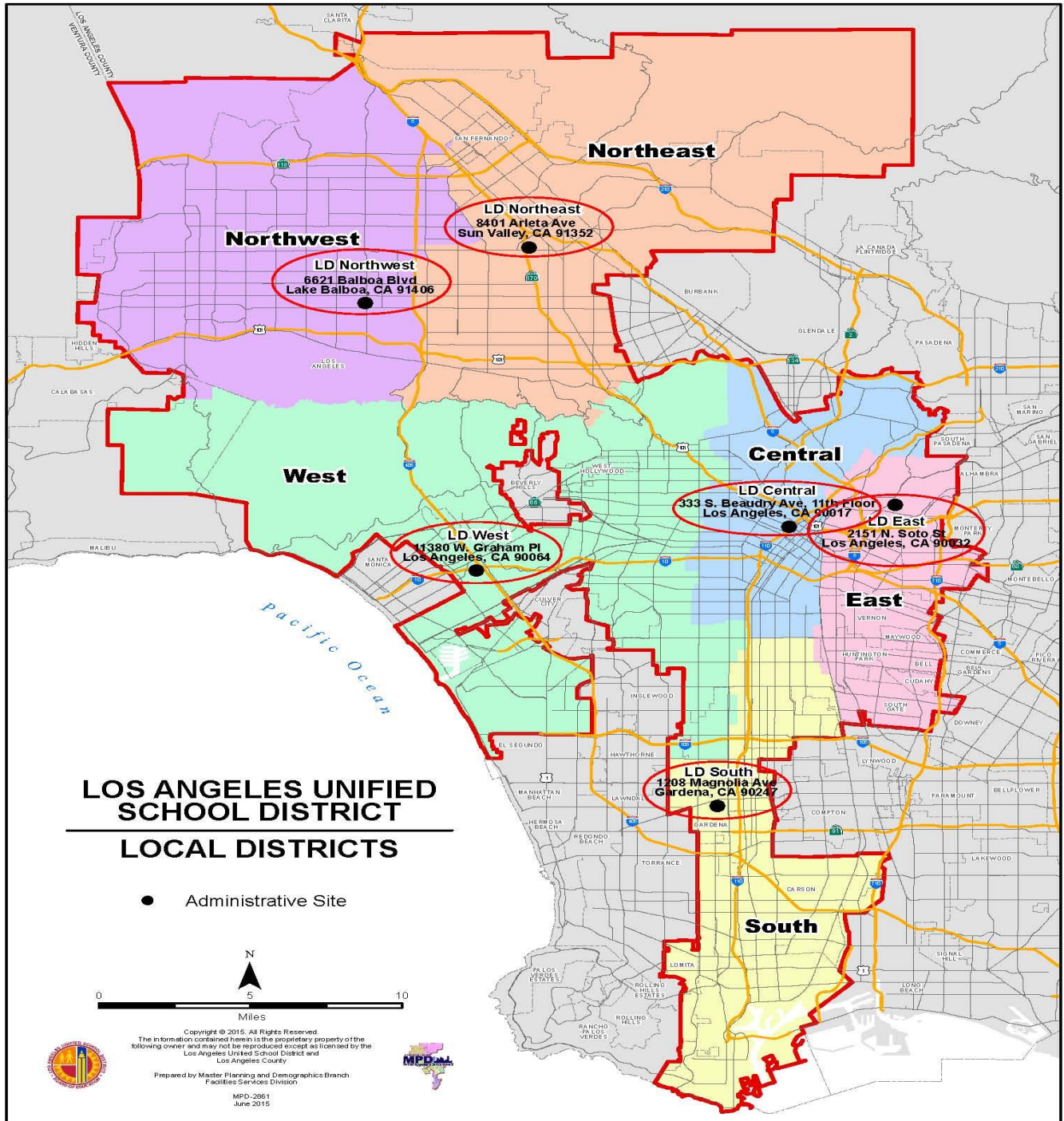
SUGGESTED LDOC RESOURCES

1. Contact list for LDOC employees
 - a. Cell phone lists
 - b. Email distribution lists
 - c. Blackboard Connect lists
2. Contact list for field employees
 - a. Cell phone lists
 - b. Cell phone list of principals
 - c. E-mail distribution lists
 - d. Blackboard Connect lists
3. Status Board for LDOC
4. LAUSD hazard maps and other District maps
5. Incident Command Vests
6. LAUSD Hazard Playbooks
7. LAUSD Emergency Operations Plan
8. NOAA weather alert radio
9. Safe School Plans First Responder Guide DVD
10. Office supplies
 - ✓ Laptop computers
 - ✓ Printer
 - ✓ Wi-fi connection
 - ✓ Whiteboards
 - ✓ Landline phones
 - ✓ Self-stick tabletop pad
 - ✓ Projector
 - ✓ 450Mgz and 800Mhz radios
 - ✓ File box
 - ✓ Flash drives

SUGGESTED LDOC ORGANIZATION



LDOC SITES



School Emergency Status Report (SESR) User Guide

Link to access School Emergency Status Report:

<https://myapps.lausd.net/SchoolStatus>

Log in using LAUSD single sign-on credentials

The School Emergency Status Report (SESR) is a new online tool that will help LAUSD 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.

Main Menu: After logging in, click on the *Home* icon to get to the *Main Menu*.

Step 1: Choose a school from the dropdown list and input the date of the incident.

To add a designee, select a name from the dropdown list and click on the *Add Designee* button.

Step 2: Input the name and title of the *School Incident Commander* for this incident and their *Working Contact Information*.

School Emergency Status Report (SESR) User Guide

Step 3: Choose the appropriate option for the *General Status* of the school during the incident.

Assessment Of Impact

No or minor impact to site. We are able to operate as usual.

General Status: 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.

Step 4: Choose one of the four options to indicate *damage to buildings/classroom*. A description box is also available to type in specific information.

Damage to buildings/classrooms No Minor Moderate Major

Step 5: Indicate the number of *injuries*, based on severity.

Injuries (severity and number) Minor Moderate Major Deaths

Step 6: Select the status of each item listed under *Utilities + Systems*. Include additional details in the description box as needed.

Utilities + Systems

This incident/emergency caused new issues with the following systems today*:
 *Note: This is not the place to record on-going issues unrelated to the incident.

Electricity	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text"/>
Water/plumbing	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text"/>
Gas	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text"/>
Phone(landline)	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text"/>
Fire Alarm	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text"/>
Intrusion Alarm	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text"/>
Internet/Network	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text"/>
Email	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text"/>
PA system	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text"/>
Two-Way Radios	<input checked="" type="radio"/> Working	<input type="radio"/> Partial Outage	<input type="radio"/> Complete Outage	<input type="text"/>

Step 7: For each *Resources on Site* item, select yes or no and input the appropriate number for the respective resource. Indicate the number and type of media present, as well as any group of people who have gathered outside the school fence. Indicate the group’s overall mood, and add additional details in the description box as needed.

Resources on Site

School Buses Yes # No

Meals Yes # No

Security(LASPD) Yes # No

Media on site TV Radio Print

Group outside fence Peaceful Disruptive Agitated

School Emergency Status Report (SESR) User Guide

Step 8: The final section accounts for everyone associated with the school. In the respective boxes, input the number of *students enrolled*, the number of *students present*, and the *norm day enrollment* number. If attendance count is delayed, it is understood that the *students present* count may be an estimate.

	Total # of Students Enrolled	Students Present (7/27/2016)
Student Count *	<input type="text" value="0"/>	<input type="text" value="0"/>
Norm Day Enrollment *	<input type="text" value="0"/>	

Step 9: Indicate the number of *students* and *staff* and *others on campus* accounted for during the incident in the appropriate boxes and include field trip destinations.

Students accounted for		Students off campus	
On Site (include injured)	<input type="text"/>	Transported to Hospital	<input type="text"/>
Deaths	<input type="text"/>	Field Trip	<input type="text"/> Destination <input type="text"/>
		Reunified with Parent/Guardian	<input type="text"/>
Staff Members accounted for		Staff members off campus	
On Site (include injured)	<input type="text"/>	Transported to Hospital	<input type="text"/>
Deaths	<input type="text"/>	Field Trip	<input type="text"/> Destination <input type="text"/>
		Other	<input type="text"/>
Others on Campus (parents, guests, non-staff employees)			
On Site (include injured)	<input type="text"/>	Transported to Hospital	<input type="text"/>
Deaths	<input type="text"/>	Field Trip	<input type="text"/> Destination <input type="text"/>
Other	<input type="text"/>	Other	<input type="text"/>
Details	<input type="text"/>		

Step 10: Once everything has been filled out to the best of your ability, click the *Save* button at the bottom of the page to save and submit the information.

<input type="button" value="Save"/>
<p>* Student count may be an estimate if attendance count is delayed</p> <p>Last updated on this date by</p>

25 Questions That Need To Be Answered When The LAUSD Emergency Operations Center Is Activated

1. What happened?
2. When did it happen?
3. Where did it happen?
4. What was the cause?
5. What population is affected?
6. How are they affected?
7. How long will they be affected?
8. How many dead?
9. How many injured?
10. How many missing?
11. What is the extent of damage?
12. What is the current impact on government?
13. How did we learn of the incident?
14. When did we respond?
15. Who is in field command?
16. What has been done so far?
17. What is the status of field response?
18. What is the long-term situation?
19. What is the short-term situation?
20. Has mutual aid been requested?
21. What are the emergency PIO requirements?
22. What is the short-term plan?
23. What is the long-term plan?
24. What executive actions or decisions are needed?
25. What is our briefing schedule?



STANDING OBJECTIVES

LAUSD EMERGENCY OPERATIONS CENTER

<u>Objective</u>	<u>Responsible Group</u>
1. Situational Awareness/Analysis <ul style="list-style-type: none">a. Incident Informationb. Information Analysis<ul style="list-style-type: none">i. Current incident statusii. Incident potential information (12, 24, 48 and 72 hour projections)c. Intelligence and investigationd. Public information & understanding of incident<ul style="list-style-type: none">i. Currentii. Potential	Planning & Intelligence Operations
2. Determine Priority of Incident(s) <ul style="list-style-type: none">a. Life safetyb. Property threatsc. High damage potentiald. Incident complexitye. Environmental impactf. Economic impact	Management Operations
3. Acquire/Allocate Critical Resources <ul style="list-style-type: none">a. Critical resources acquired internally first.b. As incidents expand, resources acquired externally.	Logistics
4. Crisis Information Management <ul style="list-style-type: none">a. Consolidating and packaging incident information.b. Internal dissemination of information.c. External dissemination of information.d. Monitor media reporting for accuracy.	Management, PIO
5. Develop/Advise/Support Policy-Level Decisions <ul style="list-style-type: none">a. Coordinate, support, assist with policy-level decisions.	Management, Operations
6. Coordinate with Elected/Appointed Officials <ul style="list-style-type: none">a. Keep elected officials informed.b. Elected officials must clearly understand their role.c. Connection between EOC and constituents.	Management
7. Coordination with County, State, Federal, Private and Non-Governmental Components <ul style="list-style-type: none">a. Communications between system components/disciplines.b. Communications with partners (Private, Governmental, NGO)	Management

Los Angeles Unified School District

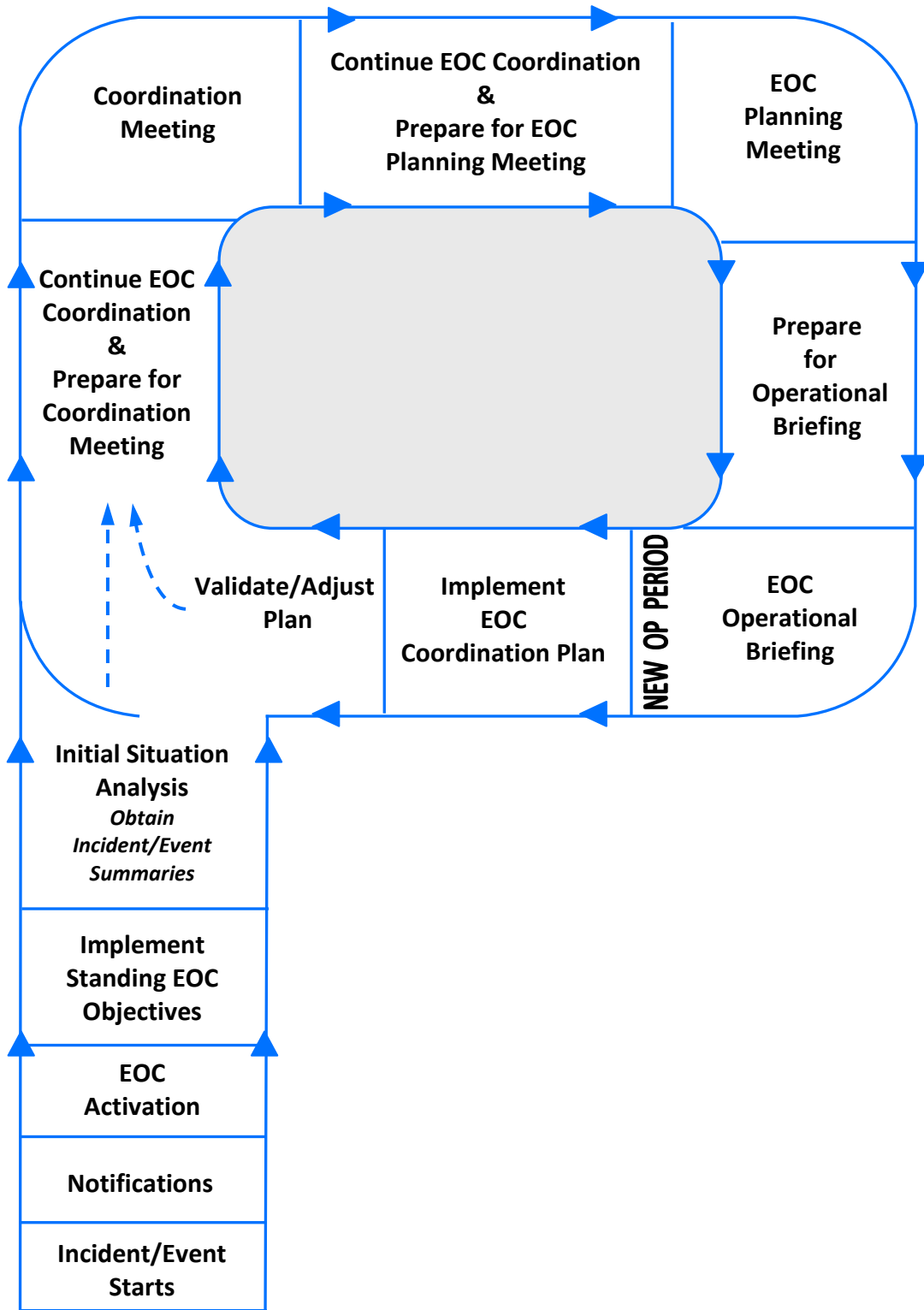
District Operations • Emergency Services

Developing SMART Objectives

Use the SMART approach to develop well-written objectives. SMART objectives provide the specific information needed to identify expected results.

SMART stands for:

- **Specific** - What exactly are we going to do for whom?
- **Measurable** - Is it quantifiable and can WE measure it?
- **Achievable** - Can we get it done in the proposed time frame with the resources and support we have available?
- **Relevant** - Will this objective have an effect on the desired goal?
- **Timely** - When will this objective be accomplished?



EOC Planning "P"

