



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Spring Semester 2020 Alternate Emergency Exercise and Radio Test

NUMBER: REF-5380.9

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

DATE: December 6, 2019

PURPOSE: The annual Spring Semester Emergency Exercise is to be conducted under the direction of the school administrator on any day during the week of January 27-31, 2020. All L.A. Unified schools will practice lockdown response procedures to evaluate the site’s emergency plan. The semi-annual radio test performed in conjunction with District-wide emergency drills will take place on Tuesday, January 28, 2020, as specified in 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 as part of the District-wide emergency exercise.

MAJOR CHANGES: This Reference Guide replaces REF-5380.8, *Spring Semester 2019 Alternate Emergency Exercise and Radio Test*, dated December 11, 2018, issued by the Division of District Operations, and reflects current District organization and procedures. The District-wide Spring exercise is a lockdown drill to comply with recent Board policy requiring one lockdown drill during the first 30 days of each semester.

- INSTRUCTIONS:** I. Pre-Exercise Activities
- A. Prior to the emergency exercise, school site administrators should complete the following activities:
 1. Review with all staff the school’s 2019-2020 Integrated Safe School Plan (ISSP) and BUL-5469.2, *Lockdown and Rapid Relocation Procedures for All Schools*, dated June 26, 2014, to familiarize them with their responsibilities, including options for active shooter situations. Remind staff that they can all view and download the ISSP for emergency team assignments, responsibilities, and procedures,



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including these sections of the ISSP:

- Incident Command System (ICS) Reference and ICS Team chart (Step 4, Planning View)
 - School Emergency and Crisis Team charts (Emergency View/Planning View)
 - Emergency Functions: Lockdown (Emergency View)
 - Develop Plan: Special Needs (Step 4, Planning View)
 - Training/Exercise (Step 6, Planning View)
2. Encourage staff members to prepare for school emergencies by downloading the LAUSD Staff/Responder Emergency Plan mobile app, which contains emergency procedures from the ISSP. School staff are also encouraged to take the online Safety Training for Emergency Preparedness at Schools (STEPS) lockdown trainings and other emergency courses available on MyPLN. More information on these resources is available at <http://achieve.lausd.net/emergencyapps> and <http://achieve.lausd.net/STEPS>.
 3. Assess the needs of all students and staff with disabilities and other special needs. This includes, but is not limited to, the Welligent roster of students with a life-threatening condition. Ensure that those with special needs have the resources in place to successfully endure this emergency. This response scenario may be a challenge for some students and staff who are dependent on specific supplies or who may not have heard or understood the initial lockdown announcement over the intercom. One goal of this drill is to identify these people and understand their needs so that in a real emergency they will be safe and secure.
 4. Remind all staff that, in the event of a disaster, all District employees may be designated as “Disaster Service Workers,” pursuant to Section 3100 of the California Government Code; and are to remain at school. Employees are to keep their contact information updated using <https://ess.lausd.net> so that the District can keep employees informed during an emergency. A Blackboard Connect test emergency call and text will be sent to all District employees, parents, and guardians during the drill week.
 5. District staff should have a complete home preparedness plan in place so they will know their family is provided for in their absence following an emergency. For details on these topics, employees can take the MyPLN online courses STEPS 101: Employee Duties during a Disaster and STEPS 102: Basic Emergency Preparedness for Home.



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6. Notify parents of the drill and invite them to observe and/or participate. Sample letters in English and Spanish are attached. (See Attachment A and B.) Additional parent notification letters in Armenian, Chinese, and Korean may be downloaded from the Administrator's Corner page found at <http://achieve.lausd.net/emergencyservices>.
7. Remind students to discuss with their parents specific family plans for this type of an emergency. Encourage parents and students to download the community version of the LAUSD Emergency Plan mobile app for smartphones and tablets, available in English and Spanish. Information is available at <http://achieve.lausd.net/emergencyapps>. Additional parent resources about the actions that District schools take in various emergency situations are available on the L.A. Unified Parent Emergency Information website at <https://achieve.lausd.net/pei>.
8. Ensure that student emergency cards are current and complete, and that current phone numbers for students and staff are in the Blackboard Connect database.
9. Inspect and inventory all emergency supplies and equipment to replace or add items as necessary, including any classroom emergency supplies and "lockdown kits" the school may have. Refer to REF-5451.2, *School Site Emergency/Disaster Supplies*, dated August 15, 2016, which includes inventory lists of emergency supplies. Use this drill to inspect and update emergency supplies and to plan for classrooms that may not have adequate emergency supplies.
10. Review the information in the School Emergency Response Box. Make sure class lists and contact information are up to date and accurate. For assistance on the contents of the School Emergency Response Box, see REF-5450.1, *School Emergency Response Boxes*, dated March 19, 2013.

II. Exercise Scenario

Your school has been notified by the Los Angeles School Police Department (LASPD) that there is widespread police activity near your school but not on campus at this time. On the advice of authorities, you are directed to place your students and staff in lockdown until there is no longer a threat. Based on information received by the LASPD, it is estimated that students and staff will have to remain in complete lockdown for at least 30 minutes, if not longer.



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Refer to the Emergency Functions: Lockdown section of the online ISSP for lockdown procedures, including the script for the PA announcement.

Site administration is to communicate with all classrooms and plan to respond to needs of students and staff with medical or physical conditions. Classroom communication should include school phone system, school radios, cell phones, and e-mail distribution lists. This type of emergency makes communication with classrooms very challenging. A critical goal of this drill is to ensure that there are at least two methods to get information to and from classrooms.

Site administration is to confirm that all students and staff are protected in a safe environment. All doors, windows, and gates should be checked to verify that they are closed and locked.

III. Post-Exercise Evaluation

Conduct an after-action review of the exercise with members of the staff who held an emergency position during this drill. Complete the online drill evaluation form at <http://emergencydrills.lausd.net>. File the e-mailed certificate of completion in the log book for at least two years. See REF-5803.4, *Emergency Drills and Procedures*, dated August 29, 2018, for information about the online emergency drill evaluation process.

RELATED RESOURCES:

- REF-5450.1, *School Emergency Response Boxes*, dated March 19, 2013, issued by the Office of the Superintendent.
- REF-5451.2, *School Site Emergency/Disaster Supplies*, dated August 15, 2016, issued by the Division of District Operations.
- REF-5803.4, *Emergency Drills and Procedures*, dated August 29, 2018, issued by the Office of School Operations.
- REF-6537.0, *Inter-Campus/District-wide Safety Communications Test*, dated July 27, 2015, issued by the Office of Educational Services.
- BUL-5469.2, *Lockdown and Rapid Relocation Procedures for all Schools*, dated June 26, 2014, issued by the Office of the Superintendent.

Additional resources can be found on the LAUSD Emergency Services website at <http://achieve.lausd.net/emergencyservices>.



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For online training, view the STEPS courses on lockdowns, offered on MyPLN. More information about the STEPS program is available at <http://achieve.lausd.net/STEPS>. Lockdown-specific courses include:

- STEPS 203, *What to Do if There is a Lockdown at School*, which is intended for classroom personnel
- STEPS 403, *Planning for and Responding to a Lockdown at School*, which is intended for administrators and school management team
- STEPS 302, *School Police Response to a Lockdown* which is intended for LASPD personnel

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



SAMPLE EMERGENCY DRILL NOTIFICATION LETTER TO PARENTS

(School Letterhead)

(Date)

Dear Parents or Guardians:

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



SAMPLE EMERGENCY DRILL NOTIFICATION LETTER TO PARENTS

(School Letterhead)

(Date)

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 de _____ 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 _____.
(School phone number)

Atentamente,

Director(a)