



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Emergency Response and Communication Procedures for the Release of Areas Closed Due to Emergency Incidents

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PURPOSE: This Reference Guide establishes procedures for response to emergency incidents at school sites and offices for major events involving blood or other bodily fluids that will need to be cleaned prior to allowing site staff access. The procedure may also be used to address incidents such as asbestos/lead disturbances, closures due to mold, hazardous material spills, fires, natural gas releases or other major incidents. The goal is to delineate procedures for Office of Environmental Health and Safety (OEHS) and Maintenance and Operations Branch (M&O) staff to implement to ensure affected areas are deemed ready prior to re-occupancy.

MAJOR CHANGES: This is a new Reference Guide.

INSTRUCTIONS: I. NOTIFICATION

In the event a major incident occurs at a site that necessitates M&O and OEHS staff to evaluate, repair and clear an area for occupancy prior to allowing occupants back into the area, the following steps must take place:

A. NOTIFICATION TO ALL STAKEHOLDERS– The site experiencing the incident will notify the Local District leadership, Los Angeles School Police (LASPD) if applicable, OEHS and M&O as soon as possible.

II. EVALUATION

A. POLICE - If the event involves criminal activity, LASPD or the local police agency will investigate and determine when affected areas may be released to M&O and/or OEHS.

ROUTING
 Office of Environmental Health & Safety
 Facilities Services Division
 Los Angeles School Police Department
 Office of School Operations



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- B. M&O – M&O staff in coordination with site custodial staff, will identify areas in need of cleaning and/or repairs. Depending on the type of incident or hazard, evaluation procedures may differ.
1. **INFECTIOUS MATERIALS** - If areas are impacted by major amounts of blood or other potentially infectious materials (more than what is normally addressed by custodial staff), M&O staff will consult with OEHS to determine appropriate method to clean and dispose of said materials. If District staff performs the clean-up, Universal Precautions, as outlined in the [Bloodborne Pathogens Exposure Control Plan](#), shall be followed.
 2. **MOLD**- If an area is impacted by mold, M&O shall notify OEHS immediately to determine impact on occupancy and evaluate if remediation efforts are required. Please note that not all situations involving mold will lead to the closure of an area. OEHS will investigate and determine appropriate action steps.
 3. **ASBESTOS** – If an asbestos fiber release occurs, M&O shall follow procedures as established in [Procedure G-A-23](#), Procedure for Emergency Response-Asbestos Technical Unit. M&O shall make immediate notification to OEHS to consult on response actions and follow-up air sampling that may be required.
 4. **FIRE** – If a school building is damaged by fire or smoke, M&O may follow procedures and safe work practices to secure the area or begin repairs. M&O shall notify OEHS immediately to determine impact on occupancy.
 5. **OFF-SITE EVENT**- If a fire, environmental release or other major off-site event occurs that impacts a LAUSD facility, M&O shall notify OEHS immediately to determine impact on facility.
 6. **NATURAL GAS** – In the event of a gas leak, M&O staff may evaluate and determine source and severity of the leak consistent with their training. In addition, M&O shall notify OEHS immediately to provide support.
 7. **HAZARDOUS MATERIAL** – If a spill of hazardous material or unknown chemical occurs, M&O shall notify OEHS immediately to determine clean-up procedures.
- C. OEHS - OEHS staff will evaluate affected areas upon arrival and determine response actions to protect health, safety and the environment. If the affected area is under control of the police, the evaluation will be conducted upon the release of the area. Depending on the type of incident or hazard, evaluation procedures may differ.
1. **INFECTIOUS MATERIALS** – OEHS will determine if the areas can be cleaned by District custodial staff or in more severe cases, may



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- request contractor specializing in crime scene clean-up. If District staff performs the clean-up, Universal Precautions, as outlined in the [Bloodborne Pathogens Exposure Control Plan](#), shall be followed.
2. MOLD - If an area is impacted by mold, OEHS shall notify M&O to determine if repairs or other actions are necessary.
 3. ASBESTOS – If an asbestos fiber release occurs, OEHS will coordinate with M&O Asbestos Technical Unit on the appropriate response and OEHS will determine measures to protect health and safety.
 4. FIRE – If a school building is damaged by fire or smoke, OEHS will determine if occupancy is possible and notify M&O if repairs are needed.
 5. OFF-SITE EVENT- If a fire, environmental release or other major off-site event occurs that impacts a LAUSD facility, OEHS will determine impact on facility. If applicable, OEHS will coordinate with the off-site Incident Commander and regulatory agencies.
 6. NATURAL GAS – In the event of a gas leak, OEHS staff may evaluate and determine source and severity of the leak consistent with their training. In addition, OEHS shall notify M&O and the local gas utility immediately to provide support.
 7. HAZARDOUS MATERIAL – If a spill of hazardous material or unknown chemical occurs, OEHS will determine response actions and clean-up procedures.

III. VERIFICATION

This procedure is intended to provide guidance for major incidents and may not be applicable with smaller events. It is not meant to circumvent previously established procedures, but clarify actions to be taken involving larger, more complex events.

- A. M&O – Once clean-up and repairs have been completed, the Complex Project Manager or Area Operations Supervisor will verify that areas have been returned to pre-incident state. Care will be taken to ensure the affected areas are returned to their pre-incident state or better.
- B. OEHS – OEHS staff will also verify that affected areas are suitable for re-occupancy. OEHS staff will notify M&O management of the suitability for re-occupancy.
- C. For large-scale or otherwise significant events, the *OEHS /M&O Major Emergency Incident Release Form* (see Attachment A) must be signed by authorized staff from OEHS and M&O.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

IV. COMMUNICATION

- A. M&O – Upon receipt of the completed and signed *OEHS /M&O Major Emergency Incident Release Form*, the Regional Facilities Director will communicate with Local District Leadership and the site administration regarding the re-occupancy of the affected areas. Copies of signed forms shall be kept in the M&O school files.
- B. OEHS – Upon receipt of the completed and signed *OEHS /M&O Major Emergency Incident Release Form*, OEHS will communicate with site administration and will document findings in a Corrective Action Notice. Copies of signed forms shall be kept in the OEHS school files.

**RELATED
RESOURCES:**

OEHS Website: <http://www.lausd-oehs.org>.

ASSISTANCE:

For assistance or further information call the Office of Environmental Health and Safety at (213) 241-3199.

OEHS /M&O Major Emergency Incident Release Form

For OEHS/M&O Use Only

This form is to be used for large-scale or otherwise significant emergency incidents and in accordance with Reference Guide on *Emergency Response and Communication Procedures for the Release of Areas Closed Due to Emergency Incidents*. This Reference Guide establishes procedures for response to emergency incidents at school sites and offices for major events involving blood or other bodily fluids that will need to be cleaned prior to allowing site staff access. The procedure may also be used to address incidents such as asbestos/lead disturbances, closures due to mold, hazardous material spills, fires, natural gas releases or other major incidents.

Signatures on this release form verify that assessments of a closed area at a school or office have been completed and that these areas are deemed suitable for re-occupancy.

Site Name: _____
 Exact Location: _____
 Reason for Closure: _____

M&O Representative Authorizing Re-Occupancy: _____

Work Phone: _____ Cell Phone: _____

E-Mail Address: _____

Signature: _____ Date and Time: _____
This signature verifies that the area(s) referenced above have been evaluated and determined to be ready for occupancy.

List of Individuals and Offices Notified: _____
 (Include date/time of notification) _____

OEHS Representative Authorizing Re-Occupancy: _____

Work Phone: _____ Cell Phone: _____

E-Mail Address: _____

Signature: _____ Date and Time: _____
This signature verifies that the area(s) referenced above have been evaluated and determined to be ready for occupancy.

List of Individuals and Offices Notified: _____
 (Include date/time of notification) _____
