

4.0 IMMEDIATE RESPONSE ACTIONS

4.1 Duck, Cover and Hold

This action is taken to protect students and staff from flying or falling debris.

Description of Action

The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

"YOUR ATTENTION PLEASE AS YOU ARE AWARE, WE ARE HAVING AN EMERGENCY. EVERYONE SHOULD FOLLOW THE DUCK, COVER AND HOLD PROCEDURES, WHICH MEANS YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKING STOPS OR YOU ARE GIVEN FURTHER INSTRUCTIONS."

- 2 If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hold onto the deskands.
- 3 If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
- 4 Teachers and students should move away from windows.

4.2 Shelter-in-Place

This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shut down of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air.

The difference between Shelter-in-Place and Lock Down is that the former involves shut

down of the HVAC systems, and allows for the free movement of students within the building. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.

Description of Action

- 1 The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

"YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. PLEASE COVER ANY CRACKS UNDER DOOR OR AROUND THE WINDOWS WITH TOWELS. COVER ANY VENTS TO THE OUTSIDE. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU."

- 2 If inside, teachers will keep students in the classroom until further instructions are given.
- 3 If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
- 4 Teachers are responsible to secure individual classrooms whereas the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors

and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

4.3 Lock Down

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering any occupied campus areas. During Lock Down, students are to remain in the classrooms or designated locations at all time.

Description of Action

- 1 The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

"YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER [NOTICE_DO](#) NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM."

- 2 If inside, teachers will instruct students to stay away from doors and windows, lie on the floor, lock the doors, and close any shades or blinds if it appears safe to do so.
- 3 If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).

- 4 Teachers and students will remain in the classroom or secured area until further instructions are given by the Principal or law enforcement.
- 5 All front entrances to the school are to be locked and no visitors other than appropriate law enforcement or emergency personnel, are to be allowed on campus.

4.4 Evacuate Building

This action is taken after the decision is made that it is unsafe to remain in the building.

Description of Action

The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

'YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.'

- 2 The Principal will initiate a fire alarm.
- 3 Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
- 4 Teachers will take the student roster when leaving the building and take attendance once the class is assembled in a safe location. List missing students on the Missing Persons Report, Form D2 in Appendix A.
- 5 Once assembled, teachers and students will stay in place until further

instructions are given.

4.5 Off-Site Evacuation

This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.

Description of Action

The Principal will make the following announcement on the PA system. If the PA system is not available, the Principle will use other means of communication, i.e., sending messengers to deliver instructions. The Principal should be calm, convey reassuring comments that the situation is under control and give clear directions.

"YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF -SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM."

- 2 The Principal will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated off-site location. The off-site assembly areas are indicated on the Vicinity Map in Appendix C. Teachers and students will stay together during the evacuation.
- 3 Teachers will secure the student roster when leaving the building and take attendance once the class is assembled in a pre -designated safe location.
- 4 Once assembled off-site, teachers and students will stay in place until further instructions are given.
- 5 In the event clearance is received from appropriate agencies, the Principal may authorize students and staff to return to the campus.

4.6 All Clear

This action is taken to notify teachers that normal school operations can resume.

Description of Action

- 1 The Principal will make the following announcement on the PA system. If the PA system is not available, the Principal will use other means of communication, i.e., sending messengers to deliver instructions.

"YOUR ATTENTION PLEASE IT IS NOW OK TOO RETURN TO YOUR CLASSROOM AND RESUME NORMAL OPERATIONS. I WOULD LIKE TO THANK AND COMMEND STUDENTS AND STAFF FOR THEIR COOPERATION."

- 2 This action signifies the emergency is over.
- 3 If appropriate, teachers should immediately begin discussions and activities to address students' fears, anxieties, and other concerns.

5.0 EMERGENCY PROCEDURES

This section describes the specific procedures school staff will follow during the eighteen emergencies listed below:

- Aircraft Crash
- Animal Disturbance
- Armed Assault on Campus
- Biological or Chemical Release
- Bomb Threat
- Bus Disaster
- Disorderly Conduct
- Earthquake
- Explosion/Risk of Explosion
- Fire in Surrounding Area
- Fire On School Grounds
- Flooding
- Loss or Failure of Utilities
- Motor Vehicle Crash
- Psychological Trauma
- Suspected Contamination of Food or Water
- Threat of Violence
- Unlawful Demonstration/Walkout

It is important to note that school administrators are responsible for the health and safety of students and staff during an emergency. Although the following procedures refer to specific actions, school administrators must exercise discretion in implementing standardized procedures, and should consider modifications as necessary to assure the health and safety of all personnel during an emergency.

In the following procedures, the Principal or designee will be referred to as "School Administrator".

5.1 Aircraft Crash

This procedure addresses situations involving an Aircraft Crash on or in proximity to school property. If a crash results in a fuel or chemical spill on school property, refer to Section 5.4, Biological or Chemical Release. If a crash results in a utility interruption, refer to Section 5.13, Loss or Failure of Utilities.

Procedure

The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK, COVER AND HOLD, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION as described in Sec 4.0.

- 2 If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
- 3 In the event of an evacuation, teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
- 4 The School Administrator will call "911" and School Police (213) 625-6631 and will provide the exact location (e.g., building or area) and nature of emergency.

If on school property, the Security/Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, refer to Section 5.4. If the crash results in a utility interruption, refer to Section 5.13.

- 6 The School Administrator will direct the Fire Suppression and HazMat Team to organize fire suppression activities until the Fire Department arrives.

The First Aid/Medical Team will check injuries to provide appropriate first aid.

The School Administrator will call the LDOC who will notify the office of the Local District Superintendent. A member of this group will call the Office of Communications with information on this situation as appropriate.

- 9 Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the School Administrator issues authorization to do so.
- 10 The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery as appropriate.

- 11 If it is unsafe to remain on campus, the School Administrator will initiate an OFF -SITE EVACUATION, as described in Section 4.0 if warranted by changes in conditions.

5.2 Animal Disturbance

This procedure should be implemented when the presence of a dog, coyote, mountain lion or any other wild animal threatens the safety of students and staff.

Procedure

The School Administrator will initiate appropriate Immediate Response Actions, which may include LOCK DOWN or EVACUATE BUILDING as described in Section 4.0.

- 2 Upon discovery of an animal, staff members will attempt to isolate the animal from students, if it is safe to do so. If the animal is outside, students will be kept inside. If the animal is inside, students will remain outside in an area away from the animal. It is suggested closing doors or locking gates as means to isolate the animal.

If additional outside assistance is needed, the School Administrator will call "911", School Police (213) 625-6631, Animal Control and/or the Department of Fish and Game 1-888-334-2258 and provide the location of the animal and nature of emergency.

- 4 If a staff member or student is injured, the School Nurse, the parent, and Student Medical Services will be notified.
- 5 The School Administrator will initiate an OFF-SITE EVACUATION, as described in Section 4.0, if warranted by changes in conditions at the school.

5.3 Armed Assault on Campus

An Armed Assault on Campus involves one or more individuals who attempt to take hostages or cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful device.

Procedure

Upon first indication of an armed assault, personnel should immediately notify the School Administrator.

The School Administrator will initiate the recommended appropriate Immediate Response Action(s), which is LOCK DOWN as described in Section 4.0. EVACUATE BUILDING or OFF-SITE EVACUATION may be part of subsequent police action on the campus.

The School Administrator will call "911" and School Police (213) 625-6631, and provide the exact location and nature of the incident. The School Administrator should designate a person to remain online with Police if safe to do so. If there is an assigned officer on campus, they shall be notified.

- 4 The Principal will notify the Local Superintendent's Office.

Staff should take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and the perpetrator.

- 6 Staff should maintain order in all areas of assembly or shelter, and should await the arrival of law enforcement.

After the perpetrator(s) has been neutralized, the School Administrator will conduct a headcount of students and staff, and will notify law enforcement of any missing persons.

The First Aid/Medical Team will work with local authorities to ensure injured students and staff receive medical attention.

- 9 The Security/Utilities Team will control all points of entry to the school.

- 10 The School Administrator will prepare a verified list of casualties, and the locations to which they were transported. The School Administrator will confer with the Psychological First Aid Team to ensure the notification of parents and family members.

- 11 All media inquiries will be referred to the designated Public Information Officer.
- 12 The School Administrator will debrief staff and school police officers.