



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** EMERGENCY DRILLS AND PROCEDURES

**NUMBER:** REF - 1314

**ISSUER:** Office of Environmental Health and Safety

**DATE:** September 24, 2004

**ROUTING**  
 Local District Superintendents  
 Local District School Support Directors  
 Local District Operations Coordinators  
 Principals  
 Non-School Site Administrators

**PURPOSE:** The purpose of this Reference Guide is to provide information for Local Districts and Schools regarding emergency drills and procedures.

**MAJOR CHANGES:** This Reference Guide replaces Office of the Superintendent Bulletin N-25 on the same subject, dated December 16, 2002. Information regarding drill documentation has been updated to reflect the current law.

**INSTRUCTIONS:** I. BACKGROUND

Continuous review and revision of disaster preparedness are essential for the safety of students and employees. Previous disasters have given credence to this concept.

II. DISTRICT EMERGENCY POLICIES

Administrators are advised to become thoroughly familiar with the information contained in this bulletin and in the Safe School Plan (Volume 2 – Emergency Procedures) prepared for their school. Site administrators are to share this bulletin with all staff members to ensure decision-making continuity should the Site Administrator be absent from the site during an emergency.

Administrators shall make sure that all emergency signals are tested and drills and procedures are conducted in compliance with pertinent laws (see LEGAL REFERENCES). Such action shall include:

- A. The administrator shall instruct all students and staff to evacuate to the designated Emergency Assembly Area when appropriate. This allows for the accurate accounting of students and staff, provision of aid to those in need, and offers an opportunity to disseminate information.
- B. During an emergency, students shall remain on the school site until reunited with parent(s) or designees, and/or the Administrator determines if the environment is safe to disperse



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

students to their homes. Use of the Request and Reunion Gates for release of students is highly recommended.

C. Administrators shall perform the following tasks to facilitate the effectiveness of the Safe School Plan:

1. Regularly review and familiarize staff regarding current emergency procedures and staff assignments.
2. Conduct drill practice/review\* as follows:

| <b>DRILL TYPE</b>                   | <b>ELEMENTARY</b>  | <b>MIDDLE</b>  | <b>SENIOR</b>   |
|-------------------------------------|--|--|---|
| <i>Fire</i>                         | First week of school until proficient, then once per <b>month</b> , including summer school. | First week of school until proficient, then once per <b>month</b> , including summer school. | First week of school until proficient, then once per <b>semester</b> , including summer school. |
| <i>Earthquake (drop/cover/hold)</i> | Each <b>month</b> and summer school.   | Each <b>month</b> and summer school.   | Each <b>month</b> and summer school.  |
| <i>Take cover</i>                   | Review* once per <b>semester</b> , including summer school.                                  | Review* once per <b>semester</b> , including summer school.                                  | Review* once per <b>semester</b> , including summer school.                                     |
| <i>Lock Down/ Shelter-in-Place</i>  | Review* once per <b>semester</b> , including summer school.                                  | Review* once per <b>semester</b> , including summer school.                                  | Review* once per <b>semester</b> , including summer school.                                     |

\*An oral review of purpose and procedure may be done in lieu of actual practice.

3. Conduct a school-wide emergency response drill during the Fall Semester to test the school’s updated Safe School Plan.
4. Participate in the Districtwide Earthquake Drill in April in compliance with state requirements.

D. The administrator shall verify drills conducted as required by fire department regulations and District policy as follows:

1. Verification of drills is to be recorded on the “Monthly Emergency Procedures Log” (Attachment B). A copy of the log form can be found on the OEHS Emergency Services Web Site: [www.lausd-oehs.org/emergencyservices.asp](http://www.lausd-oehs.org/emergencyservices.asp).
2. The “Monthly Emergency Procedures Log” and the memo/directions from the Site Administrator listing the date and time of the drills are to be retained at the school/non-school site for inspection by the fire department, and for any other drill practice verification, by District Personnel. The logs are to be kept for two years.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

- E. As part of their Los Angeles City Child Care Permit requirements, all Early Education Centers must *post* their Emergency Drill Record next to their permit.

### III. DISTRICT EMERGENCY DRILL PROCEDURES

Complete descriptions of the procedures are found in the Safe School Plan (Volume 2 – Emergency Procedures), Section 4.

#### A. Fire Drill

1. Students will evacuate to designated areas in a quiet, safe and expeditious manner.
2. Teachers will take their attendance cards or roll books, account for all students and report any inconsistencies to the Incident Commander.
3. Students and teachers will wait in their designated areas for instructions.

#### B. Earthquake “Duck/Cover/Hold” Drill

In 1986, the District changed its earthquake drill procedures to include “Duck/Cover/Hold”, as recommended by the Los Angeles City Fire Department. The “Duck/Cover/Hold” procedure affords more suitable protection from flying objects and broken glass for students and staff during an earthquake.

1. Inside classroom
  - a. Upon command of “DUCK”, drop to knees, facing away from windows.
  - b. Take cover by getting under/below equipment (desk, chair, table, etc.)
  - c. Grasp equipment (furniture legs, etc.) with hands and hold tightly.
  - d. Wait quietly for further instructions.
2. On school grounds but outside school buildings
  - a. Stay clear of buildings, power lines, light poles, etc.
  - b. Drop to the ground, cover head if possible and hold onto a stable object if available.
  - c. Remain clear of obstacles and wait until situation stabilizes and staff member gives all clear.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

### C. Drop/Take Cover Drill

The emergency “Drop/Take Cover” procedure is used during the following disasters when they occur at or near the school or non-school site: bomb blast, gas truck explosion, airplane crash, gas storage tank explosion, shooting incident, railroad tank car explosion, gasoline refinery explosion, etc.

1. Procedure when inside the classroom
  - a. Upon the command of “Drop/Take Cover,” drop to knees with back to a window, place head in lap and clasp hands behind the neck.
  - b. Wait quietly for further instructions.
2. Procedure when outside the classroom
  - a. Seek any type of protection (curb, bench, ditch, gutter, etc.)
  - b. Drop to ground with back to hazard and clasp hands behind neck.
  - c. Remain in this position for a brief period, and then seek, if necessary, more protective cover.
3. Procedures when going to or from school:
  - a. Seek any type of protection (curb, bench, ditch, gutter, etc.)
  - b. Drop to ground with back to hazard and clasp hands behind the neck.
  - c. Remain in this position for a brief period, and seek, if necessary, more protective cover.
  - d. Go to the nearest available place of shelter and remain there quietly until instructed to leave by a recognized authority.

### D. Lock Down Drill

This drill is used to practice securing the school during police action, campus intrusion, community incidents or any other incident requiring school/room security.

1. Lock Down procedures inside the classroom
  - a. Lock doors.
  - b. Close blinds and cover door window if necessary.
  - c. Move students away from window.
  - d. Remain in classroom until emergency is over.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

2. Lock Down procedures outside the classroom
  - a. Proceed to closest room.
  - b. Remain inside room until emergency is over.

### E. Shelter-in-Place Drill

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 Shelter-in-Place involves shutdown 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.

1. 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.
2. Teachers are responsible to secure individual classrooms and the Plant Manager and Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/buildings(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.

### IV. "SCHOOL BUS" EMERGENCY PROCEDURES

Students traveling on school buses will receive instructions from bus drivers during any type of emergency. Buses may report to the nearest school after an emergency until further information is received.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

### V. STUDENT EMERGENCY INFORMATION CARD

The 1994 Emergency Information Card provides administrators with additional student information in case of an emergency. Emergency Cards may be ordered from the District's Supply Catalog, Commodity Code 9661214121. Every effort should be made to keep all student emergency contact information current and accurate.

### VI. SAMPLE LETTER

Attachment A is a sample letter in all the current translations that may be used to communicate to parents.

### VII. CONDUCTING EMERGENCY DRILLS

Attachment C is a chart titled "Conducting Emergency Drills," which may be duplicated and placed in all rooms.

Schools can download additional copies of the Sample Parent Letters, Emergency Drill Practice Report and Conducting Emergency Drill Chart by going to the Emergency Services web site at [www.lausd-oehs.org/emergencyservices.asp](http://www.lausd-oehs.org/emergencyservices.asp).

#### **LEGAL REFERENCE:**

Civil Defense Policy, Public Law 875, Eighty-First Congress; the California Disaster Act; California Administrative Code, Title 5, Education; SB 187; AB 2876; CCR Title 19, Section 3.13; LAMC 57.111.06

#### **ASSISTANCE:**

For assistance or further information please contact the Office of Environmental Health and Safety at 213-241-3199 or Bob Spears, Director of Emergency Services, OEHS, at 213-241-3889.

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of Environmental Health and Safety

Reference Guide No. 1314

ATTACHMENT A

SAMPLE LETTER TO PARENTS

(School Letterhead)

(Date)

Dear Parents(s) or Guardian(s):

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 \_\_\_\_\_, 2004 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 Safe Schools Plan. You are encouraged to participate in this drill.

Prior to the drill, please discuss with your child your family's home 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 web site: <http://www.redcross.org> or by calling the Los Angeles Chapter at (213) 739-5200. 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

**CORRESPONDENCIA INTERNA**  
**DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES**

Reference Guide No. 1314

ATTACHMENT A

**SAMPLE LETTER TO PARENTS**

(School Letterhead)

(Date)

Estimados padres de familia:

Estimados padres de familia o tutores:

La seguridad y el bienestar de nuestros estudiantes y del personal son nuestras prioridades fundamentales. A fin de que las escuelas tengan oportunidad de practicar los procedimientos a seguir en caso de una emergencia, el superintendente de escuelas le ha solicitado a todo el personal y los estudiantes que lleven a cabo un ejercicio de simulacro de preparación para emergencias que abarcará a todo el Distrito y se realizará el \_\_\_\_\_ de 2004, a las \_\_\_\_\_. En 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 del mismo, 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.

Solicitamos a los padres de estudiantes que antes de la fecha de realización del simulacro, conversen con sus hijos acerca del plan de preparación que tengan en sus hogares. Existen una serie de recursos disponibles para ayudarles a estar mejor preparados. La Cruz Roja cuenta con material extraordinario. El mismo 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 (213) 739-5200. En la guía telefónica también se puede encontrar valiosa información sobre primeros auxilios, CPR (Resurrección Cardiopulmonar), y preparación del hogar.

Si tiene alguna otra pregunta o necesita más información, por favor no dude en llamar a la oficina escolar por el (school telephone number).

Atentamente,

Director(a)

**INTER-OFFICE CORRESPONDENCE**  
**LOS ANGELES UNIFIED SCHOOL DISTRICT**

Reference Guide No. 1314

ATTACHMENT A

**ՍՈՒՎՈՐԱԿԱՆ ՆԱՄԱԿ ԾՆՈՂՆԵՐԻՆ**

(School Letterhead)

(Թվական)

Հարգելի Ծնող(ներ) կամ Խնամակալ(ներ)։

Մեր աշակերտների կազմի ապահովությունը և բարեկեցությունը մեր բարձր առաջնահերթությունն է։ Տալու համար դպրոցներին հնարավորություն վարժվելու անհրաժեշտ վարքագծի հետ, դպրոցների կառավարիչը դիմել է ուս. շրջանի բոլոր աշակերտներին և ուսուցչական կազմին, մասնակցելու անհրաժեշտ վարքագծի նախապատրաստության համընդհանուր վարժություններին, որը տեղի է ունենալու \_\_\_\_\_, 2004թ. \_\_\_\_\_ ում։ Խնդրվում է հիշել, որ աշակերտները պետք է ազատվեն կանոնավոր դասերից այս օրը։

Այդ վարժության նպատակն է բարելավել մեր կարողությունը, պաշտպանելու աշակերտներին, փրկելու մարդկանց կանքը և սակասեցնելու վնասվածքները։ Որպես այս վարժության մի մաս, աշակերտները և ուս. կազմը մասնակցելու են մեր դպրոցի Ապահով Դպրոցական պլանի ակտիվացման գործին։ Ձեզ խորհուրդ է տրվում մասնակցելու այս վարժություններին։

Նախքան այդ վարժությունները, խնդրվում է, որ դուք թնկարկեք այս հարցը ձեր երեխայի հետ ձեր ընտանիքի նախապատրաստության ծրագրի մասին։ Մի քանի միջոցներ են հնարավոր օգնելու ձեզ նախապատրաստվելու դրա համար։ Ամերիկյան Կարմիր Խաչն ունի կարևոր թեմաներ այդ մասին։ Դուք կարող եք ձեռք բերել Կարմիր Խաչի կարևոր թեմաները Անգլերեն կամ Իսպաներեն համակարգիչից. <http://www.redcross.org> կամ զանգահարել Los Angeles Chapter (213) 739-5200 համարով։ Ձեր հեռախոսի գիրքը նույնպես ունի արժեքավոր տեղեկություն առաջին օգնության, CPR և տնային նախապատրաստության մասին։

Եթե ունեք հարցեր կամ կարիք ունեք լրացուցիչ տեղեկության, խնդրվում է զանգահարել դպրոցի գրասենյակը \_\_\_\_\_:

Անկեղ ծորեն՝

Դիրեկտոր

INTER-OFFICE CORRESPONDENCE  
洛杉磯聯合學區

Reference Guide No. 1314

附件 A

SAMPLE LETTER TO PARENTS

(School Letterhead)

(Date)

親愛的家長或監護人們：

學生和教職員的安全與福祉是我們最優先的事。為提供學校機會做緊急事故應因程序的操練，學區總監要求全體學生和教職員在 2004 年\_\_\_\_\_，在\_\_\_\_\_參加全學區的緊急事故預備操練。請告知學生們，當日的正常課程停止。

操練的目的是要增進我們保護學生的能力，拯救生命，和減少傷害。操練中的一部分是學生和教職員參加我們學校《安全學校計劃》的啓始儀式。鼓勵每一位都來參加。

前來參加操練之前，請和你孩子討論你家中的預備計劃。美國紅十字會有很好的材料。你可以從網上取得紅十字會的英文和西班牙文的材料，網址是：[www.redcross.org](http://www.redcross.org) 或是打電話給洛杉磯分會 (213) 739-5200。在你的電話簿上也有寶貴的急救，CPR 和家庭預備資料。

如果你有任何問題或需要進一步的資料，請隨時打電話到學校的辦公室（學校電話號碼）。

誠懇的

校長

상호-부서 통신문  
(INTER-OFFICE CORRESPONDENCE)

로스앤젤레스 통합교육구

Reference Guide No. 1314

첨부서 A

SAMPLE LETTER TO PARENTS

(학부모용 서신 샘플)

(School Letterhead)

(Date)

(날짜)

친애하는 학부모(들) 또는 보호자(들)께:

우리 학생들과 교직원의 안전 및 복지는 저희에게 가장 중요합니다. 학교들에게 비상 상태 대응 절차를 연습할 기회를 제공하기 위해, 총교육감은 모든 학생과 교직원들이 2004년 \_\_\_\_\_에 \_\_\_\_\_에서 실시하는 교육구-차원 비상 상태 대처 예행 연습에 참여하도록 요청했습니다. 당일 학생들은 정규 시간에 하교함을 통지할 것을 조언합니다.

이런 예행 연습의 취지는 학생을 보호하고, 생명을 구하며, 부상을 줄일 수 있는 우리의 능력을 향상시키기 위함입니다. 본 예행 연습의 한 부분으로서, 학생들과 교직원들은 본교의 안전 학교 플랜(Safe Schools Plan) 실행에 참여할 것입니다. 본 예행 연습에 참여해주실 것을 권합니다.

예행 연습이 있기 전에, 자녀와 함께 귀하 가정의 비상 대처 플랜에 대해 논의하기를 부탁드립니다. 도움이 될만한 여러 자원을 구할 수 있습니다. 미 적십자사는 훌륭한 자료를 제공하며, 이런 정보는 영어 또는 스페니쉬로 작성된 미적십자사 웹사이트에서 구할 수 있습니다: <http://www.redcross.org> 로스앤젤레스 캠퍼에 (213) 739-5200으로 전화하셔도 됩니다. 전화주소록에도 응급조치법, CPR, 패밀리 대처법에 대한 좋은 정보들이 있습니다.

질문이 있거나 추가 정보를 원한다면, 주저하지 마시고 본교 사무실에 (School Telephone Number-학교 전화번호)로 전화하십시오.

안녕히 계십시오,

교장

Внутриведомственная корреспонденция  
Объединённый школьный округ г. Лос-Анджелеса

Reference Guide No. 1314

Приложение А

Образец письма родителям

(школьный бланк)

(дата)

Уважаемые родители/опекуны:

Мы всегда прежде всего заботимся о личной безопасности и благополучии школьников, учителей и других сотрудников школы. В связи с этим заведующий школьным округом обратился к родителям и школьному персоналу с просьбой принять участие во всеобщих учениях по подготовке к ЧП. Учения состоятся \_\_\_\_\_ 2004г. в \_\_\_\_\_ часов. В день проведения учений школьников отпустят домой в обычное время.

Учения имеют своей задачей повысить состояние готовности и тем самым спасти жизнь, понизить число раненых и спасти имущество в районе бедствия. Учащиеся совместно со школьным персоналом примут участие в подготовке к аварийным ситуациям (Safe Schools Plan). Мы призываем всех принять участие в данных учениях.

Пожалуйста, перед началом учений, обсудите с ребёнком вашу готовность к ЧП. Материалы, подготовленные Американским Обществом Красного Креста содержат много полезной информации. Желающие ознакомиться с данными материалами могут получить их на испанском или на английском языках на Web-сайте: <http://www.redcross.org> или обратиться в местный отдел организации в Лос-Анджелесе по телефону (213) 739-5200. В телефонном справочнике есть также много полезной информации о первой помощи, сердечно-лёгочной реанимации и готовности семьи к ЧП.

За дополнительной информацией следует обращаться в школьный офис. Мы будем рады ответить на ваши вопросы. Звоните по телефону (укажите телефон школы).

С уважением

директор школы

**INTER-OFFICE CORRESPONDENCE**  
LOS ANGELES UNIFIED SCHOOL DISTRICT

Reference Guide No. 1314

ATTACHMENT A

**SAMPLE LETTER TO PARENTS**

(School Letterhead)

(Date)

Thưa Quý Phụ Huynh hay Giám Hộ:

Sự an toàn và hạnh phúc của các học sinh và nhân viên chúng tôi là những ưu tiên cao nhất của chúng tôi. Để cung ứng cho các trường một cơ hội thực tập những thủ tục ứng phó trường hợp khẩn cấp, Vị Tổng Thanh Tra của Các Trường đã yêu cầu tất cả học sinh và nhân viên tham gia vào cuộc tập dượt sẵn sàng trong trường hợp khẩn cấp toàn-Học Khu vào ngày \_\_\_\_\_, 2004 lúc \_\_\_\_\_. Xin nhớ rằng học sinh sẽ tan học vào thời gian thường lệ trong ngày ấy.

Những mục tiêu của cuộc tập dượt huấn luyện là để cải tiến khả năng của chúng tôi bảo vệ các học sinh, bảo toàn sinh mạng, và giảm thiểu thương tích. Là một phần của cuộc thực tập, học sinh và nhân viên sẽ tham dự vào sự hoạt hóa Kế Hoạch Các Học Đường An Toàn của trường chúng ta. Quý vị được mời tham gia vào cuộc tập dượt này.

Trước cuộc diễn tập, xin thảo luận với con của quý vị về kế hoạch sẵn sàng tại nhà của gia đình quý vị. Có sẵn vài nguồn tài liệu giúp quý vị chuẩn bị. Hội Hồng Thập Tự Hoa Kỳ có những tài liệu xuất sắc. Quý vị có thể nhận được tài liệu của Hội Hồng Thập Tự bằng cách gọi Phân Bộ Los Angeles ở (213) 739-5200. Quyển điện thoại niên giám của quý vị cũng có những thông tin quý báu về cứu thương, cấp cứu CPR và chuẩn bị gia đình.

Nếu quý vị có thắc mắc nào hoặc cần biết thêm chi tiết, xin đừng ngần ngại gọi văn phòng trường chúng tôi ở số (School Telephone Number).

Trân trọng,

Hiệu Trưởng

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Office of Environmental Health and Safety

Reference Guide No. 1314

ATTACHMENT B

Emergency Drill Practice Report

For School Year \_\_\_\_\_

**Please retain this record at site for Fire Department Inspection**

| <b>Earthquake<br/>Drop/Cover/Hold Drill</b> |           |         | <b>Lock Down Drill or<br/>Shelter-in-Place</b> |                          |           | <b>Take Cover Drill</b> |       |                          |           |       |       |
|---|-----------|---------|--|--------------------------|-----------|-------------------------|-------|--------------------------|-----------|-------|-------|
|   | Date      | Initial |  | Date                     | Initial   |                         | Date  | Initial                  |           |       |       |
| <input type="checkbox"/>                    | January   | _____   | _____  | <input type="checkbox"/> | January   | _____                   | _____ | <input type="checkbox"/> | January   | _____ | _____ |
| <input type="checkbox"/>                    | February  | _____   | _____  | <input type="checkbox"/> | February  | _____                   | _____ | <input type="checkbox"/> | February  | _____ | _____ |
| <input type="checkbox"/>                    | March     | _____   | _____  | <input type="checkbox"/> | March     | _____                   | _____ | <input type="checkbox"/> | March     | _____ | _____ |
| <input type="checkbox"/>                    | April     | _____   | _____  | <input type="checkbox"/> | April     | _____                   | _____ | <input type="checkbox"/> | April     | _____ | _____ |
| <input type="checkbox"/>                    | May       | _____   | _____  | <input type="checkbox"/> | May       | _____                   | _____ | <input type="checkbox"/> | May       | _____ | _____ |
| <input type="checkbox"/>                    | June      | _____   | _____  | <input type="checkbox"/> | June      | _____                   | _____ | <input type="checkbox"/> | June      | _____ | _____ |
| <input type="checkbox"/>                    | July      | _____   | _____  | <input type="checkbox"/> | July      | _____                   | _____ | <input type="checkbox"/> | July      | _____ | _____ |
| <input type="checkbox"/>                    | August    | _____   | _____  | <input type="checkbox"/> | August    | _____                   | _____ | <input type="checkbox"/> | August    | _____ | _____ |
| <input type="checkbox"/>                    | September | _____   | _____  | <input type="checkbox"/> | September | _____                   | _____ | <input type="checkbox"/> | September | _____ | _____ |
| <input type="checkbox"/>                    | October   | _____   | _____  | <input type="checkbox"/> | October   | _____                   | _____ | <input type="checkbox"/> | October   | _____ | _____ |
| <input type="checkbox"/>                    | November  | _____   | _____  | <input type="checkbox"/> | November  | _____                   | _____ | <input type="checkbox"/> | November  | _____ | _____ |
| <input type="checkbox"/>                    | December  | _____   | _____  | <input type="checkbox"/> | December  | _____                   | _____ | <input type="checkbox"/> | December  | _____ | _____ |

School \_\_\_\_\_

Administrator \_\_\_\_\_  
(Signature)

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of Environmental Health and Safety

Reference Guide No. 1314

ATTACHMENT B

Emergency Drill Practice Report

For School Year \_\_\_\_\_

**Please retain this record at site for Fire Department Inspection**

**EMERGENCY FIRE DRILL RECORD**  
IN CASE OF A REAL EMERGENCY,  
SOUND THE ALARM AND CALL 911

|           | Date | Time | Who Conducted Drill | Which Device Activated | Comments and Notes |
|-----------|------|------|---------------------|------------------------|--------------------|
| January   |      |      |                     |                        |                    |
| February  |      |      |                     |                        |                    |
| March     |      |      |                     |                        |                    |
| April     |      |      |                     |                        |                    |
| May       |      |      |                     |                        |                    |
| June      |      |      |                     |                        |                    |
| July      |      |      |                     |                        |                    |
| August    |      |      |                     |                        |                    |
| September |      |      |                     |                        |                    |
| October   |      |      |                     |                        |                    |
| November  |      |      |                     |                        |                    |
| December  |      |      |                     |                        |                    |

Note: Alarm system must be used for drill and complete evacuation is required.

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of Environmental Health and Safety

Reference Guide No. 1314

ATTACHMENT C

**CONDUCTING EMERGENCY DRILLS**

| <b>Event</b>     | <b>Fire Drill</b>   | <b>Earthquake<br/>Duck/Cover/Hold</b>                             | <b>Drop/Take Cover</b><br>(used for explosions,<br>airplane crash, shooting<br>incident, etc.)  | <b>Lock Down or<br/>Shelter-in-Place</b><br>(used to secure school during<br>police action or a campus<br>intrusion emergency,<br>hazardous material leak.)  |
|------------------|---|---|---|--|
| <b>Signal</b>    | Bell for 10 seconds ; pause for 5 seconds ; bell for 10 seconds – repeat sequence | Command of “ <b>DUCK</b> ” given by teacher or staff member.      | Alternating long and short bells; command of “ <b>DROP</b> ” given by teacher or staff member   | One long continuous, intercom, word of mouth, or other system of warning developed by school.  |
| <b>Action</b>    | Evacuate to outside assembly area.  | Drop to knees; take cover under desk; hold on to leg of furniture | Take immediate cover. Drop, facing away from windows or hazards. Bury face in arms to protect head. Close eyes tightly. Remain in position until directed to evacuate or until emergency is over. | Lock doors, close blinds, move away from windows. Outside, proceed to closest room. Remain until emergency is over. For Shelter-in-Place, close doors and windows, turn-off HVAC systems and seal vents. |
| <b>All Clear</b> | One long (10 seconds) bell or oral notification by staff that drill is over.      | Given by teacher or staff member.                                 | One long (10 seconds) bell or oral notification by staff that drill is over.  | One long (10 seconds) bell or oral notification by staff that drill is over.   |