



Matrix for Success Academy School Safety Plan 2025-26

**700 Wilshire Blvd., Ste 400
Los Angeles, CA 90017**

**1010 E 34th st.
Los Angeles, CA 90011**

Vision

Our vision is to move students out of the cycle of poverty by meeting the individual learning and social/emotional needs of each student and equipping them with an academic and post-secondary plan designed uniquely for him or her; all within an environment where success develops, is fostered, and nurtured for every student

Mission

In an environment where success develops for every student, Matrix will graduate drop out students and/or students on the verge of dropping out and serve any student, anytime, anywhere

MATRIX FOR SUCCESS ACADEMY ICS INCIDENT COMMAND TEAM CHART

This chart can be expanded or abridged to meet the scope of the incident that is being managed

Incident Commander
1. RICHELLE BROOKS
2. JOHN GARRETT; BRENDA ESPARZA

Safety Coordinator
1. ROSALIA PALOMERA
2. GLADYS ORTIZ

Public Information Officer
1. MARGRET WOELKE
2. SUSAN HUITRON

This chart shows only the management organization for the school's response to an emergency. Name #1 is the lead person responsible for each role Name #2 is the alternate
The other staff members assigned to the emergency teams will report to the people listed on the chart.

Planning/Intelligence
1. JOHN GARRETT
2. BRENDA ESPARZA

Operations
1. SUSAN HUITRON
2. SANDY HERNANDEZ

Logistics
1. SUSAN HUITRON
2. SANDY HERNANDEZ

Finance/Administration
1. ESTELLA MARCIAL
2. JULISSA HERNANDEZ

Documentation/Communication (Optional)
1. ROSALIA PALOMERA
2. SARAID PEREZ

Triage
1. RICHARD PHAM
2. KARLA CORONADO

Search and Rescue
1. RYAN WATKINS
2. CYNTHIA MAGALLON

Supply/Equipment
1. MICHELLE RAMIREZ
2. MAYRA TORRES

Staff Accounting (optional)
ESTELLA MARCIAL
SANDY HERNANDEZ

Security/Utilities
1. CYNTHIA MAGALLON
2. MICHELLE RAMIREZ

Assembly Area
1. ROSALIA PALOMERA
2. SARAID PEREZ

Transportation Support (optional)
1. MICHELLE RAMIREZ
2. MAYRA TORRES

Cost Accounting (optional)
ESTELLA MARCIAL
SANDY HERNANDEZ

Access and Functional Needs
1. VERONICA HERNANDEZ
2. JERRI CHING

Fire Suppression/HazMat
1. CYNTHIA MAGALLON
2. MALIK WALKER

School Site Crisis
1. SUSAN HUITRON
2. ROSALIA PALOMERA

Hygiene
1. JOHN GARRETT
2. MICHELLE RAMIREZ

Request Gate
1. ROSALIA PALOMERA
2. SARAID PEREZ

Reunion Gate
1. JULISSA HERNANDEZ
2. ROSALIA PALOMERA
3. SARAID PEREZ

If no one is assigned to a position, the person who manages that position will also fulfill the duties of the unfilled position.
This chart is adapted for LAUSD, based on Incident Command System (ICS). Rev. 6/21/2023.



Matrix for Success Academy
An LAUSD authorized public charter school
700 Wilshire Boulevard, Suite 400
Los Angeles, Ca 90017
Phone (323)765-7005
www.matrix4success.org

School Administration
Richelle Brooks, ED. D
Principal of Schools
Margret Woelke
Executive Director

Matrix for Success Academy Instructional Continuity Plan

(Updated per EC 32282, Effective July 1, 2025)

The instructions for completing the Learning Continuity and Attendance Plan is available at
<https://www.cde.ca.gov/re/di/or/icpfaqs.asp>

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Matrix for Success Academy	Dr. Richelle Brooks Principal of Schools	rbrooks@matrix4success.org (323) 897-5971

Matrix for Success Academy is an independent study charter school serving students in South Central Los Angeles, Downtown Los Angeles, and the Greater Los Angeles area, many of whom face complex barriers to education, including housing insecurity, poverty, and systemic inequities. Our program is intentionally designed to provide flexible, personalized, and trauma-informed learning experiences that meet students where they are. Because independent study is already our core instructional model, Matrix is uniquely equipped to respond to emergencies that disrupt in-person instruction.

In the event of a qualifying emergency under EC 41422 or 46392, our Instructional Continuity Plan ensures students continue to receive consistent communication, meaningful instruction, and holistic support. This plan reflects our deep commitment to educational justice, wellness, and community care.

1. Student Engagement and Communication Procedures (Initiated within 5 calendar days of an emergency)

Within 24 hours of an emergency, the Principal and Matrix's Emergency Response Team will activate this plan and coordinate across staff roles to ensure an immediate, organized response.

Success Seminar Teachers and Student Support Staff will initiate outreach within 48 hours to connect with students and families via phone, email, and/or text. This outreach is designed to assess urgent needs and provide emotional reassurance. Priority attention will be given to students experiencing homelessness, food insecurity, connectivity challenges, or existing mental health needs.



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To maintain clear and consistent two-way communication, staff will use ParentSquare, school email, and the DPNG system to share updates and academic guidance. Staff will also be reachable via 8x8 phone lines and cell phones to ensure ongoing accessibility. Bilingual team members will provide language support to ensure non-English-speaking families receive timely and accurate information.

As part of this outreach, all students will complete a brief needs assessment, either online or by phone. Based on responses, immediate referrals will be made for counseling, food distribution, hygiene kits, and technology support. We will also work closely with community partners to connect undocumented families to trusted sources of aid and care.

2. Academic Instructional Access Plan (Initiated within 10 instructional days of an emergency) As an independent study school, Matrix's instructional approach already integrates digital tools, personalized pacing, and flexible scheduling. Our infrastructure is built to accommodate students working remotely, which minimizes disruption to learning in times of crisis.

A. Remote Instruction

Students will continue to access their coursework through DPNG and Google Classroom, with no interruption. Weekly synchronous support will be provided by teachers through Zoom, while asynchronous lessons and assignments will remain accessible at all times. All academic expectations, pacing guides, and deadlines will be communicated through ParentSquare, email, and phone check-ins.

Students will receive personalized learning schedules that account for their circumstances. Teachers will continue to provide office hours, one-on-one support, and small group sessions to sustain academic momentum and emotional connection.

Matrix will ensure that all students are equipped with Chromebooks. Wi-Fi hotspots will be made available to those without stable internet access.

B. Alternative In-Person Instruction (If Necessary)

While most Matrix students are equipped to continue learning remotely, we acknowledge that some students may require an in-person option. In these cases, we will explore:

1. Temporary reassignment to partner charter schools, LEAs, or county programs where appropriate.
2. Pop-up learning hubs that allow small group instruction at alternative safe sites, following public health guidance.



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3. Transportation assistance for families needing support to access reassignment or hub locations.

3. Comprehensive Student Support Services

Matrix's support model extends beyond academics, especially in times of crisis. We remain committed to supporting the full spectrum of student and family needs.

Mental Health & Wellness

1. Continued access to school-based counseling via telehealth platforms.
2. Weekly wellness check-ins conducted by Success Seminar Teachers and counselors.
3. Rapid-response referrals for students experiencing emotional or behavioral crises.

Basic Needs Support

1. Distribution of hygiene kits, PPE, and food boxes in partnership with local organizations.
2. Connection to low-cost or free medical services, especially for undocumented families who may not qualify for state aid.

Support for Staff and Families

1. Virtual staff wellness spaces and resource sharing.
2. Ongoing family communication through translated updates, support workshops, and one-on-one check-ins.

Facilities, Safety, and Data Protection

In the event of a site disruption, Matrix will conduct a full assessment of physical safety and facility needs. Instructional materials, student records, and communications systems are backed up remotely to protect continuity and privacy.

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Plan Review and Equity Commitment

This Instructional Continuity Plan will be reviewed quarterly and updated based on input from students, staff, and families. All outreach and services will be delivered in a culturally responsive and linguistically accessible manner. Attendance, engagement, and assignment completion will be closely monitored to ensure every student remains on track.

At Matrix, we've long known that flexibility, compassion, and community-centered design are the foundations of resilient education. Our independent study model was built for times like these—when students need care, not chaos. No matter the emergency, Matrix remains a safe, supportive, and consistent space for every learner we serve.

This chart shows the School Site Crisis Team organization, with positions, roles and responsibilities. Backup staff are to be identified for each team member in the event of an absence.

POSITION	ROLES & RESPONSIBILITIES	LEAD	BACKUP
Incident Commander	During a crisis, directs all crisis operations, verifies facts, contacts Region, and coordinates all crisis response & intervention services.	RICHELLE BROOKS	JOHN GARRETT; BRENDA ESPARZA
Crisis Team Lead	Coordinates all crisis team response, including triage, assessment, and crisis counseling for students, staff, & parents.	SUSAN HUITRON	ROSALIA PALOMERA
Public Information Officer (PIO)	School spokesperson for an incident. Includes preparing Blackboard Connect and other communications for staff and parents, identification of media locations and updates.	MARGRET WOELKE	SUSAN HUITRON
Psychological First Aid	Provides psychological/emotional support and crisis counseling for students, staff, & parents.	VICTOR ROJAS	HELEN ANGELES
Triage	Ensures supplies are accessible, evacuates and stages supplies, performs triage and provides medical assistance.	RICHARD PHAM	KARLA CORONADO
Security/Utilities	Ensures school site security, secures gates, and performs short-term repairs and shutoff of utilities, as necessary.	CYNTHIA MAGALLON	MICHELLE RAMIREZ
Request Gate	Processes requests for student pick-up.	ROSALIA PALOMERA	SARAID PEREZ
Reunion Gate	Reunites students and parents at Reunion Gate.	ROSALIA PALOMERA	SARAID PEREZ
Logistics	Provides all incident support needs such as facilities, transportation, communications, supplies/equipment, and food services; includes adjusting schedules and menus, as needed.	SUSAN HUITRON	SANDY HERNANDEZ
Documentation/Communications	Maintains log of incident actions and all documents associated with the emergency; maintains status board of incident actions, monitors phone calls, television, radio, and social media for information.	ROSALIA PALOMERA	SARAID PEREZ

***The designated Crisis Team Lead and PIO should maintain ongoing communication and collaboration with the Incident Commander throughout the crisis response.**

This chart identifies the members of the suicide/threat assessment team and their responsibilities at the school site. Backup staff are to be identified for each team member in the event of an absence.

POSITION	ROLES & RESPONSIBILITIES	LEAD	BACKUP
Administrator	<p>Takes charge of the suicide/threat risk incident, convenes the Suicide/Threat Assessment Team, designates specific roles to team members (securing campus safety, assessment, gathering information, documentation, etc.). Coordinates all information, referrals, safety planning, and monitoring.</p> <p>The Administrator may include the Principal, Assistant Principal, or Administrative Designee.</p>	RICHELLE BROOKS	BRENDA ESPARZA
Suicide/Threat Prevention Liaison (STPL)	<p>This behavioral health professional for <u>student risk assessments</u> supports gathering background information, including interviews and statements with the person(s) of concern, intended target(s), and witnesses. They provide mental health and trauma expertise in working with students and families.</p> <p>The Suicide/Threat Prevention Liaison may include Mental Health Consultant, Psychiatric Social Worker, Pupil Services and Attendance Counselor, Student Support Services Counselor, Psychologist, School Counselor, System of Supports Advisor, Nurse, or other appropriately credentialed behavioral health staff.</p>	VICTOR ROJAS	JERRI CHING
Behavioral Health Professional for Adults	<p>This behavioral health professional for <u>employee risk assessments</u> supports gathering background information, including interviews and statements with the person(s) of concern, intended target(s), and witnesses.</p> <p>If the person of concern is a certificated employee, the behavioral health professional should be a LAUSD SHHS, Counseling,</p>	BRENDA ESPARZA	VICTOR ROJAS

	<p>Nursing, or Psychologist Administrator.</p> <p>If the person of concern is a classified employee, associated adult, parent/caregiver, or community member the behavioral health professional may be a Mental Health Consultant, Psychiatric Social Worker, Pupil Services and Attendance Counselor, Student Support Services Counselor, Psychologist, School Counselor, System of Supports Advisor, Nurse, or other appropriately credentialed behavioral health staff.</p>		
LASPD Officer/Law Enforcement	<p>Responds to situations of risk of violence to self or others. Provides technical support and consultation for assessments prior to and during the Multidisciplinary Threat Assessment Team meeting.</p>	<p>Captain Joseph Broussard</p>	<p>(213) 486 - 6606</p>

This chart provides Emergency Team Contact information used by School Police to contact school site administrators and key staff in the event of an emergency:

TITLE	NAME	WORK NUMBER
Principal	RICHELLE BROOKS	(562) 240 - 3982
Assistant Principal 1	JOHN GARRETT	(323) 632-6315
Assistant Principal 2	BRENDA ESPARZA	(909) 618 - 8942
Assistant Principal 3		
Assistant Principal 4		
Office Coordinator	ROSALIA PALOMERA	(818) 744 - 1621
Administrative Assistant	KARLA CORONADO	(323) 488-1902
Financial Manager	ESTELLA MARCIAL	(818) 581 - 8811
Operations Manager	SUSAN HUITRON	(323) 480 - 1006
Custodian	CEASAR LEIVA	(213) 622 - 7188 x202
First Person on Campus in AM	ROSALIA PALOMERA	(818) 744 - 1621
Last Person on Campus in PM	KARLA CORONADO	(323) 488 - 1902

Details of team roles and responsibilities are located in the Emergency Teams section of the Online Integrated Safe School Plan.

POSITION	ROLES & RESPONSIBILITIES	SECTION LEAD	BACKUP
Incident Commander	Directs all emergency operations, verifies facts, contacts Region, and coordinates all response actions.	RICHELLE BROOKS	JOHN GARRETT
Safety Coordinator	Ensures that all emergency operations are conducted safely.	ROSALIA PALOMERA	SARAID PEREZ
Public Information Officer (PIO)	Official spokesperson for an incident. Prepares Blackboard Connect and other communications for staff and parents, identifies media locations and updates.	MARGRET WOELKE	SUSAN HUITRON
Operations Section Lead	Manages all tactical operations at an incident.	SUSAN HUITRON	SANDY HERNANDEZ
Planning Section Lead	Collects and evaluates information, analyzing for impact to school.	JOHN GARRETT	BRENDA ESPARZA
Logistics Section Lead	Provides all incident support needs such as transportation, communications, supplies/equipment, and food services.	SUSAN HUITRON	SANDY HERNANDEZ
Finance/Administration Section Lead	Manages all financial aspects and documentation of an incident.	ESTELLA MARCIAL	JULISSA HERNANDEZ

Title/Role	Name
Triage Team	Reports to Operations Section Lead
Team Lead	RICHARD PHAM
Member 2/Backup Lead	KARLA CORONADO
Member 3	LESLIE SANDOVAL
Member 4	SARAID PEREZ
School Site Crisis Team	Reports to Operations Section Lead
Team Lead	SUSAN HUITRON
Member 2/Backup Lead	SANDY HERNANDEZ
Member 3	
Member 4	
Search and Rescue (SAR) Coordinator	Reports to Operations Section Lead
SAR Coordinator	RYAN WATKINS

SAR Backup Coordinator	CYNTHIA MAGALLON
Search and Rescue Team 1	Reports to SAR Coordinator
Team Lead	RYAN WATKINS
Member 2/Backup Lead	ADRIAN GONZALES
Member 3	MYRA TORRES
Member 4	
Search and Rescue Team 2	Reports to SAR Coordinator
Team Lead	CYNTHIA MAGALLON
Member 2/Backup Lead	NILFOUR TORGOLY
Member 3	EMILIO LUENGAS
Member 4	IRIS LEON
Access and Functional Needs Position	Reports to Operations Section Lead
Primary	JERRI CHING
Secondary	VERONICA HERNANDEZ
Security / Utilities Team	Reports to Operations Section Lead
Team Lead	CYNTHIA MAGALLON
Member 2/Backup Lead	SARAID PEREZ
Fire Suppression / HazMat Team	Reports to Operations Section Lead
Team Lead	CYNTHIA MAGALLON
Member 2/Backup Lead	ADRIAN GONZALES
Member 3	MICHELLE RAMIREZ
Member 4	MYRA TORRES
Assembly Area Team	Reports to Operations Section Lead
Team Lead	ROSALIA PALOMERA
Member 2/Backup Lead	SARAID PEREZ

Request Gate Team	Reports to Operations Section Lead
Team Lead	PALOMERA, ROSALIA
Member 2/Backup Lead	PEREZ, SARAID
Member 3	
Member 4	
Reunion Gate Team	Reports to Operations Section Lead
Team Lead	ROSALIA PALOMERA
Member 2/Backup Lead	SARAID PEREZ
Member 3	KARLA CORONADO
Member 4	JERRI CHING
Supply / Equipment Team	Reports to Logistics Section Lead
Team Lead	MICHELLE RAMIREZ
Member 2/Backup Lead	MAYRA TORRES
Member 3	REBECCA ESCALANTE
Member 4	ANGEL ARGUETA
Hygiene Team	Reports to Logistics Section Lead
Team Lead	JOHN GARRETT
Member 2/Backup Lead	MICHELLE RAMIREZ
Member 3	
Member 4	
Transportation Position	Reports to Logistics Section Lead
Primary	MICHELLE RAMIREZ
Secondary	MAYRA TORRES
Documentation / Communication Position	Reports to Planning Section Lead
Primary	ROSALIA PALOMERA
Secondary	SARAID PEREZ
Staff Accounting Position	Reports to Finance/Admin Section Lead
Primary	ESTELLA MARCIAL
Secondary	SANDY HERNANDEZ
Cost Accounting Position	Reports to Finance/Admin Section Lead
Primary	ESTELLA MARCIAL
Secondary	SANDY HERNANDEZ
Manager of School Emergency Response Box	Delivers Box Contents to Command Post As Needed
Primary	ROSALIA PALOMERA
Secondary	SARAID PEREZ

Specific Duties and Responsibilities

Chief Incident Commander

Location: ICC (Incident Command Center - Main Office)

Responsible for directing emergency operations and shall remain at the Command Post ICC to observe and direct all operations. • When there is a conflict, he/she shall have the ultimate authority.

- He/she is responsible for all emergency and disaster operations.
- Observes and directs all aspects of the operation.
- Ensures the safety of students, staff and others on campus.
- Will determine and give directions via P.A., bullhorn, handheld radios and messengers.
- As needed, he/she will dispatch assistance using available personnel.
- Will initiate all radio contact between staff.
- Will determine the need for, and request for outside assistance.
- Will periodically communicate with the Local District Superintendent or Executive Director.
- Will have cell phone available.
- Will assist with grieving parents.
- Will determine when food/water distribution should occur.
- Will determine when student release should occur.

Public Information Officer

Location: ICC

The official spokesperson for the school site in an emergency and is responsible for communicating with the media and delivering public announcements. Specific duties of the Public Information Officer may include:

- Periodically receiving updates and official statements from the Incident Commander.
- Acts as the official spokesperson for the school site in an emergency situation.
- Provides information to Susan Huitron, HR/ OPS Manager, District Public Information Officer. • Periodically interacting with the media and Susan Huitron, HR/ OPS Manager District Communications. • Preparing statements for dissemination to the public.
- Ensuring announcements and other public information are translated into other languages as needed.
- Monitoring news

Planning and Intelligence Chief

Location: ICC

- Responsible for the collection, evaluation, documentation, and use of information about the incident and the status of resources.
- o Account for all classes and attendance of students and all employees.
- o Gathers Injury and Missing Person Report from teachers.
- Will work with the HR Department to check in all employees and assign vacancies.
- Maintains accurate records and site maps.
- Provides ongoing analysis of the situation and resource status.
- Records all pertinent information.
- Will use a Situation Board (white board) to report what is occurring in different sections of the school.
- Will assign Spanish speakers at assigned locations as needed..

Operations Chief

Location: ICC

Manages the direct response to the disaster and sets up all of the disaster stations. Will coordinate with each Chief Commander and ensure that each station has all supplies needed.

DTLA

- Will assign supervision members to set up all tables at the following locations:
- Incident Command Post – Parking Lot (no tables or chairs needed)
- First Aid/Morgue – Loading Dock)
- Restroom Facilities – Loading Dock (1 table & 2 chairs)
- Food Supplies/Water – Loading Dock
- Reunion Gates – Loading Dock -. One table at the gate and two chairs.
- Periodically checking with the Incident Commander for situation briefings and updates.
- Supports the Planning and Intelligence Chief as needed.

SLA

- Will assign supervision members to set up all tables at the following locations:
- Incident Command Post – Outdoor Tables (no tables or chairs needed)
- First Aid/Morgue – West Parking Lot
- Restroom Facilities –West Parking Lot (1 table & 2 chairs)
- Food Supplies/Water – East Parking Lot
- Reunion Gates – East Parking Lot -. One table at the gate and two chairs.
- Periodically checking with the Incident Commander for situation briefings and updates.
- Supports the Planning and Intelligence Chief as needed.

Safety & Rescue Chief

Location: ICC, Floating

IMMEDIATE LOCKING OF GATES, ENTRANCE AND EXITS / DIRECTING STUDENTS, STAFF and VISITORS. Campus Supervision Staff are to lock all exterior doors IMMEDIATELY and disable all elevators.

After all gates are locked and secured, and all students and staff are in the field, search and rescue efforts will begin. The members of the Search and Rescue Team are responsible for performing search and rescue operations during an emergency. Specific duties of the members of the Search and Rescue Team may include:

- Begin clearing all buildings.
- An X will be marked outside of each classroom/building door to indicate that the room/area is cleared and searched. All doors will be locked as well.
- If a team member identifies a classroom or office with an injured person, they will take them directly to the First Aid Center or radio for assistance. Assistance will be provided by Facilities Staff Members. Portable gurneys will be used as needed.
- After all buildings are cleared, all team members will report to the Operation Chief to confirm that the search and rescue has been completed.
- Search and Rescue staff will also report any leaks, cracks, floods etc. at the ICC. They will report it to the Planning and Intelligence Chief who will then report to the Facilities.
- Reunion Gate duties.

Members needed at Reunion Gates and Exit Gate:

- Campus Security Guard will maintain communications with Sheriffs, LAUSD Police, Fire Department as directed by ICC & Chief of Safety.

The Search Teams will ensure everyone is out of the building. Use good judgment in each situation. Escort people out of the building in a normal manner via stairs, halls, and doorways whenever feasible. Send stragglers to the ICC.

Student Management Team

Location: Parking lot, Dispute Table, Traffic Control)

The Student Managers Team is responsible for the safe evacuation and accounting of all students and staff during an emergency. The team is also responsible for reporting missing persons to the Incident Commander. The Student Managers are also responsible for directing field activities and periodically interacting with the Incident Command to identify problems and report status.

Responsibilities include:

- Supervise students in the field while search and rescue team staff finishes with search and rescue
- Assist to collect all Attendance Rosters & Injury and Missing Person Report to give to PI Chief
- Ensures the care and safety of all students on campus and the safe release to parents/guardians
- Monitors the safety and well-being of the students and the staff in the assembly area
- Oversees and manages the activities provided for the students and others left on campus as long as necessary
- Once supervision staff finishes with search and rescue, all student managers will report to their second post:
 - o Oversees Dispute Tables – Location: Parking lot.
- Office staff will send any family members who are picking up students and are not listed on the emergency card or who simply can't provide any form of ID. Families will dispute this matter at this station.
- Traffic Control (Security) – Location: Parking lot
- Will assist with escorting students who are being released to their parents and exit them through

the exit gate.

Reunion Gate Chief / Team (Main Office Staff)

Locations: Main Entrance

The members of the Reunion Gate Team are responsible for greeting parents, guardians, and designees and reuniting them with their students at the designated Reunion location (Loading Dock). Specific duties of the members of the Reunion Gate Team may include:

- Signs will be posted around the exterior of the school to indicate Reunion Gates. Office Staff will coordinate this task
- The office staff will bring all reference materials to the Reunion Gates
- Greeting parents, guardians, and designees at the Reunion Gate
- Provide reassurance to parents while maintaining order until reunited with child (ren)

Reference Materials located at the Reunion Gate:

- Red Emergency Binder
- Emergency Rosters – list of all students by alphabetical order indicating their teacher(s)
- Emergency Card Binders
- Radios
- Early release log
- Visitor Log

Reunion Gate Duties:

- Parents will make a request for child(ren) at the Reunion Gate only.
- Each Supervision Member assigned to that gate, will bring in 5 parents at a time.
- Office Clerks assigned will verify authenticity.
- Administering minor first aid and psychological first aid as needed.
- Coordinating with the Incident Commander to provide water and food to students and staff when necessary.
- Providing reassurance to students.
- Updating records of the number of students and staff.

Public Address System Chief / Team (IT Department)

Location: ICC

The Sound System Set-up Team (IT Dept.) will set up the portable microphone at the Loading Dock

Sanitation Chief

Location: Loading Dock

Sanitation kits will be available and positioned in the appropriate locations. The Sanitation Department will set up the portable restrooms.

Facilities Chief / Team

Location: ICC, Floating

The Facilities Team is responsible for initiating short-term repairs and other necessary actions during an emergency. The effective response of the Facilities Team in shutting down facility air handling systems, and gas, power and water supplies can be vital in minimizing damage to school facilities. The Facilities Leader is also responsible for contacting local utilities (water, electricity, gas, and sewer) as needed. The Facilities Team will also assist with the availability and delivery of adequate supplies and equipment during the course of an emergency.

The Facilities manager will be in charge of the school plant. They will immediately report findings to the ICC. Responsibilities include:

- Check all utilities and take action to minimize damage to school site
- Assess all damages to school site and report findings to Planning and Intelligence Chief and Incident Commander
- Blocking damaged areas with caution tape
- Set up trash can
- Set up bio-hazard trash cans in the First Aid Center
- Distribute resources such as water, food, power, radios, telephones, and sanitary supplies etc.
- Work with Health Services at the Morgue station and assist with injured students

Food and Water Chief / Team

Location: ICC

The responsibility of the food services department is to provide fresh water and food (snacks, dry cereal, fruit) to the people on campus. If a disaster occurs during a school day the food services staff will follow the following steps:

- All food services staff will meet in the Loading Dock
- The staff will distribute the food and water to each class
- There is food and water that is designated for use in an emergency (water and cereal) which is located in the emergency supplies storage
- Once it is safe to do so the facilities department along with the cafeteria staff will go and get the food o Second option if need be, the staff will use all prepared meals (canned beans, canned fruit, and canned vegetables) as well as all milk and juice if not compromised
- Once all food and water is at the designated area all food services staff will start rationing out food and water
- The staff will then deliver by classroom all food and water

Additional Emergency Information

Employee Contact Information

The HR Director and/or HR Assistant will have a list of all employee contact information including their emergency contacts. They will also have a roster of all employees to take roll. They will work with the PI Chief in taking attendance and filling any vacancies.

Inclement Weather

If weather is bad, arrangements will be made for a move into the church or recreation room if the buildings are safe on the South LA campus. Coordinate with the ICC and Plant/Utility Team for a revised plan as the situation develops.

Overnight

California Government Code, Chapter 8, Section 3100 states: "... all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." With this in mind, please prepare yourself at home and at work in the event you are required to stay longer than your scheduled day. The principal or designee will release staff members as the needs change.

v. Initial Response to Emergencies

When an emergency situation occurs, school personnel must quickly determine what initial response actions are required. Determining the appropriate actions to take is a three-step process: 1) identify the type of emergency; 2) identify the level of emergency; and 3) determine immediate action(s) that may be required. Each of these steps is discussed in the following sections.

1. Identify Type of Emergency

The first step in responding to an emergency is to determine the type of emergency that has occurred:

Aircraft Crash

Animal Disturbance

Armed Assault on Campus

Biological or Chemical Release

Bomb Threat

Transportation 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

2. Identify Level of Emergency

The second step in responding to an emergency is to determine the level of the emergency. For schools, emergency situations can range from a small fire to a major earthquake. To assist schools in classifying emergency situations, a three tiered rating system is described below.

Level 1 Emergency: A minor emergency that is handled by school personnel without assistance from outside agencies, e.g., a temporary power outage, a minor earthquake, or a minor injury.

Level 2 Emergency: A moderate emergency that requires assistance from outside agencies, such as a fire or a moderate earthquake, or a suspected act of terrorism involving the dispersion of a potentially hazardous material, e.g., “unknown white powder”.

Level 3 Emergency: A major emergency event that requires assistance from outside agencies such as a major earthquake, civil disturbance or a large-scale act of terrorism. For Level 3 emergencies, it is important to remember that the response time of outside agencies may be seriously delayed.

3. Determine Immediate Response Actions

Once the type and extent of an emergency have been identified, school personnel can determine if an immediate response action is required. The most common immediate response actions initiated during school emergencies are:

Duck and Cover

Shelter-In-Place

Lock Down

Evacuate Building

Off-Site Evacuation

All Clear

Students with Disabilities

Students and staff with disabilities are included in all emergency plans and evacuation procedures. The evacuation route and ingress points have been tested and cleared for access. All drills test for ease of access and use of evacuation procedures for students and staff with disabilities. School Site Council reviews and addresses any concerns by parents, students, or staff that arise after drills in regards to students and staff with disabilities and their accommodations for emergency procedures.

Immediate Response Actions - 700 Wilshire Blvd., Ste 400 Los Angeles, CA 90017

DUCK AND COVER

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

Description of Action

1. The administrator or assigned staff member will make the following announcement on the Slack App and ParentSquare. If the Slack App is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions. The administrator 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 experiencing some seismic activity. For everyone's protection, all students should follow Duck and Cover procedures, which mean 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 shake stops or further instructions are given."

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.

3. If outside, teachers and/or staff 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.

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 shutdown 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 administrator or assigned staff member will make the following announcement on Slack. If Slacks is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions. The administrator 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. 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 Facilities 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.

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 occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all times.

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.

Description of Action

1. The administrator or assigned staff member will make the following announcement on Slack. If Slack is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions. The administrator 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 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 administrator or law enforcement.

5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, have to be allowed on campus.

EVACUATE BUILDING

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

Description of Action

1. The administrator or assigned staff member will make the following announcement on Slack. If Slack is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions. The administrator 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 roll book and lock the classroom when all students have exited the classroom."

2. The administrator 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.
5. Once assembled, teachers and students will stay in place until further instructions are given.

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

1. The administrator or assigned staff member will make the following announcement on Slack. If Slack is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions. The administrator 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 administrator will determine the safest method for evacuating the campus. This may include the use of school transportation or simply walking to the designated offsite location.
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 administrator may authorize students and staff to return to the classrooms.

ALL CLEAR

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

Description of Action

1. The administrator or assigned staff member will make the following announcement on Slack. If Slack is not available, the administrator will use other means of communication, i.e., sending

messengers to deliver instructions.

"Your attention please. It is now ok to 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.

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

Dangerous, Violent, or Unlawful activity

Disorderly Conduct

Earthquake

Explosion/Risk of Explosion

Fire in Surrounding Area

Fire On School Grounds

Flooding

Loss or Failure of Utilities

Motor Vehicle Crash

Opioid Overdose

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".

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.

Procedure

- 1) The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
- 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 any missing students.
- 4) The School Administrator will call "911" and will provide the exact location (e.g., building or area) and nature of emergency.
- 5) If on school property, the Facilities Team will secure the crash area to prevent unauthorized access.
- 6) The School Administrator will direct the Facilities Team and/or Supervision Team to fire suppression activities until the Fire Department arrives.
- 7) The First Aid/Medical Team will check injuries to provide appropriate first aid.
- 8) The School Administrator will call 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 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 OFFSITE EVACUATION.

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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

- 1) The School Administrator will initiate appropriate Immediate Response Actions, which may include LOCKDOWN or EVACUATE BUILDING.
- 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.
- 3) If additional outside assistance is needed, the School Administrator will call "911", Animal Control 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, if warranted by changes in conditions at the school.

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

- 1) Upon first indication of an armed assault, personnel should immediately notify the School Administrator.
- 2) The School Administrator will initiate the appropriate Immediate Response Action(s), which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
- 3) The School Administrator will call "911" 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) Staff should take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and the perpetrator.
- 5) Staff should maintain order in all areas of assembly or shelter, and should await the arrival of law enforcement.
- 6) 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.
- 7) The First Aid/Medical Team will work with local authorities to ensure injured students and staff receive medical attention.
- 8) The Security/Utilities Team will control all points of entry to the school.

9) 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.

10) All media inquiries will be referred to the designated Public Information Officer.

11) The School Administrator will debrief staff and school police officers.

BIOLOGICAL OR CHEMICAL RELEASE

A Biological or Chemical Release is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances: Scenario 1 - Substance released inside a room or a building; Scenario 2 - Substance released outdoors and localized; and Scenario 3 - Substance released in the surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

Procedure

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING:

1. The School Administrator will initiate the EVACUATE BUILDING. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.

2. The School Administrator will call "911" and the Office of Environmental Health and Safety (OEHS) (213) 241-3199 and will provide the exact location (e.g., building, room, area) and nature of emergency.

3. The School Administrator will notify the Local District Superintendent of the situation.

4. The School Administrator will instruct the Facilities Team to isolate and restrict access to potentially contaminated areas.

5. The Facilities Team will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.

6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated

7. Those in direct contact with a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.

8. The Student Managers Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Student Managers will provide the list to the School Administrator.
9. The School Administrator will complete the Biological and Chemical Release Response Checklist (located at the end of this document).
10. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
11. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.

SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

1. The School Administrator will immediately direct staff to remove students from the affected areas to an area upwind from the release. The School Administrator will, if necessary, initiate the EVACUATE BUILDING.
2. The Facilities Team will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The School Administrator will call "911" and the Office of Environmental Health and Safety (OEHS) (213) 241-3199 and will provide the exact location and nature of the emergency.
4. The School Administrator will notify the Local District Superintendent of the situation.
5. The Facilities Team will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.
6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
7. The Assembly Area Team will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Student Managers Team will provide the list to the School Administrator and the emergency response personnel.
8. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.

SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If the School Administrator or local authorities determine a potentially toxic substance has been released to the atmosphere, the School Administrator will initiate SHELTER-IN-PLACE.
2. Upon receiving the SHELTER-IN-PLACE notification, the Facilities Team along with Supervision Team will turn off local fans in the area; close and lock doors and windows; shut down all buildings'

air handling systems; 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.

3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should communicate their locations to the School Administrator, using the Slack App or other means without leaving the building.

4. The School Administrator will call "911" and the Office of Environmental Health and Safety (OEHS) (213) 241-3199. and will provide the exact location and nature of the emergency.

5. The School Administrator will notify the Local District Superintendent of the situation.

6. The School Administrator will turn on a radio or television station to monitor information concerning the incident.

7. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance, or staff is otherwise notified by the School Administrator.

BOMB THREAT

Response to a Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of an explosion.

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call "911" – telling the operator, "This is [state name] from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number]."

2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the School Administrator:

- When is the bomb going to explode?
- Where is it?
- What will cause it to explode?
- What kind of bomb is it?
- Who are you?
- Why are you doing this?
- What can we do for you to avoid the bomb from exploding?
- How can you be contacted?

3. The School Administrator will direct the Search and Rescue Team(s) to search for suspicious packages, boxes or foreign objects. While conducting the search, all cell phones, beepers and hand-held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.

4. If a suspicious object is identified, one member of the Search and Rescue Team will report the discovery to the School Administrator while the remaining team members attempt to secure the

immediate area.

5. No attempt should be made to investigate or examine the object.

6. After the search, the School Administrator will determine the appropriate Immediate Response Action(s) to announce, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.

7. When a suspicious object or bomb is found, the School Administrator shall issue the EVACUATE BUILDING action. Staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.

8. 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 Student Managers of missing students.

9. The School Administrator will notify "911", if not previously notified, and will provide the exact location (e.g., building, room, area) of the potential bomb, if known.

10. The School Administrator will notify the Executive Director.

11. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.

12. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The School Administrator will give the ALL CLEAR signal.

13. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

14. After the incident is over, the School Administrator will complete the Bomb Threat Report (form found at the end of this document).

SCHOOL TRANSPORTATION DISASTER

These procedures are for use by bus (or van) drivers and school administrators in the event of an earthquake, serious bus accident, or other emergencies that occur while students are on a field trip or being transported to or from school. This section addresses three possible scenarios involving a bus/transportation disaster:

Scenario 1 - Earthquake;

Scenario 2 - Flood;

Scenario 3 - Serious Accident or Bus Fire.

Bus drivers should first determine which scenario applies and then implement the appropriate response procedures. A copy of these procedures shall be kept in the emergency packet of each school bus. It is important to note that drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, or other unique circumstances.

SCENARIO 1: EARTHQUAKE

1. The driver should issue DUCK AND COVER.

2. Stop the van away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set the brake, turn off ignition, and wait for the shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. If the bus is disabled, stay in place until help arrives.
6. Contact the School Administrator to report the location and condition of students and the bus.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of Susan Huitron, HR/OPS Manager.
8. If instructed to continue route, the driver should:
 - If travelling to school, continue to pick up students.
 - If dropping students off, continue to do so provided there is a responsible adult at the bus stop. If there is no responsible adult at the bus stop, refer to Number 9 below.
9. If it is impossible to return to school, proceed to the nearest designated shelter indicated on the bus route map. Upon arriving at the shelter, notify the School Administrator. Remain with the children until further instructions are received from the School Administrator.
10. In all instances, the driver should not attempt to cross bridges, overpasses, or tunnels that may have been damaged.
11. The driver will account for all students and staff throughout the emergency.

SCENARIO 2: FLOOD

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. If the bus is disabled, stay in place until help arrives.
4. Contact the School Administrators to report location and condition of students.
5. The School Administrator will determine what additional appropriate notification(s) should be made and will brief Susan Huitron, HR/OPS Manager.
6. In all instances, do not attempt to cross damaged bridges or overpasses.
7. The driver will account for all students and staff throughout the emergency.

SCENARIO 3: SERIOUS ACCIDENT OR BUS FIRE

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.
4. Check for injuries and provide appropriate first aid.
5. Call "911" and provide the exact location of the bus and wait for the arrival of emergency responders.
6. Contact the School Administrators to report the location and condition of students.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief Susan Huitron, HR/OPS Manager.

8. Stay with the disabled bus until help arrives.
9. The driver will account for all students and staff throughout the emergency.

DISORDERLY CONDUCT

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to Armed Assault on Campus.

Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.
2. Staff will immediately notify the School Administrator.
3. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
4. The School Administrator will call School Security, and provide the exact location and nature of the incident. If determined to be appropriate, the School Administrator will call "911".
5. If an immediate threat is not clearly evident, the School Administrator or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
7. The School Administrator will notify Susan Huitron, HR/OPS Manager, of the situation.

DANGEROUS, VIOLENT, or UNLAWFUL ACTIVITY

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats or activities may be observed, received by written note, e-mail communication or phone call. The School Administrator should ensure all threats are properly assessed.

Procedure

1. The School Administrator will identify the type of threat and attempt to determine the individual(s) making the threat.
2. The School Administrator will conduct the threat assessment.
3. The School Administrator Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk as described by the Los Angeles Police Department:
 - Category 1 – High violence potential; qualifies for arrest or hospitalization.
 - Category 2 – High violence potential; does not qualify for arrest or hospitalization.
 - Category 3 – Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.
 - Category 4 – Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.
 - Category 5 – Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.

4. In categorizing the risk, the School Administrator will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?
5. The School Administrator will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
6. The School Administrator will recommend appropriate action.
7. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff.
8. Crisis intervention may be necessary and appropriate.

EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

Procedure

Note: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

1. Upon the first indication of an earthquake, teachers should direct students to DUCK AND COVER.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When the shaking stops, the School Administrator will initiate the EVACUATE BUILDING action. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
4. In the event of an evacuation, Teachers will bring their student roster and emergency backpack and take attendance at the Assembly Area to account for students. Teachers will notify the Student Managers of missing students.
5. The School Administrator will direct the Facilities Team to post guards a safe distance away from building entrances to prevent access.
6. The Facilities Team will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. The School Administrator will direct the Facilities Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
9. If the area appears safe, the Search and Rescue Team will make an initial inspection of school buildings to identify any injured or trapped students or staff.
10. The School Administrator will contact the Executive Director to determine additional actions that may be necessary. In turn, the actions will be communicated to the District's Office.
11. The School Administrator will contact the Facilities Manager to ensure buildings are safe for re-occupancy. When safe to do so, the Facilities Team will conduct an inspection of school buildings. The Facilities Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander and Planning and Intelligence Chief.
12. Any affected areas will not be reopened until Facilities provides clearance and the School

Administrator gives authorization to do so.

13. The School Administrator will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions at the school.

In the event an earthquake occurs during non- school hours:

1. The School Administrator and the Facilities Manager will assess damages to determine any necessary corrective actions. The School Administrator may direct the Facilities Team to participate in the assessment.
2. The School Administrator should confer with Susan Huitron, HR/OPS Manager on identified damages to determine if the school should be closed.
4. If the school must be closed, the School Administrator will send out a ParentSquare to all parents and staff.

EXPLOSION/RISK OF EXPLOSION

This section addresses four possible scenarios involving an Explosion/Risk of Explosion: Scenario 1 - Explosion on school property; Scenario 2 – Risk of explosion on school property; Scenario 3 - Explosion or risk of explosion in a surrounding area, and Scenario 4 – Nuclear blast or explosion involving radioactive materials. [A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]. It is necessary to first determine which scenario applies and then implement the appropriate response procedures. For “Bomb Threats”.

Procedure

SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. In the event of an explosion, all persons should initiate DUCK AND COVER.
2. The School Administrator will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFFSITE EVACUATION. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
5. In the event of an evacuation, Teachers will bring their emergency backpacks and student rosters and take attendance at the Assembly Area to account for students. Teachers will notify the Assembly Area Team of missing students.
6. The School Administrator will call “911” and will provide the exact location (e.g., building, room, area) and nature of emergency.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
9. The Facilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.

10. The School Administrator will notify Susan Huitron, HR/OPS Manager of the situation.
11. The Facilities Team Leader will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.
12. When it is determined safe to enter affected areas, the School Administrator will advise the Search and Rescue Team to initiate search and rescue activities.
13. The School Administrator will contact the Facilities Manager to ensure buildings are safe for re-occupancy. When safe to do so, the Facilities Team will conduct an inspection of school buildings. The Facilities Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
14. Any areas affected by the explosion will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.
15. The School Administrator will initiate an OFF-SITE EVACUATION.

SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the School Administrator issues EVACUATE BUILDING action, staff and students will evacuate the building 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 Student Managers Team of missing students.
4. The School Administrator will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The School Administrator will advise the Search and Rescue Team to initiate rescue operations.
7. The Facilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The School Administrator will notify the Local District Superintendent of the situation.
9. All affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
11. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

SCENARIO 3: EXPLOSION OR RISK OF EXPLOSION IN SURROUNDING AREA

1. The School Administrator will initiate the SHELTER-IN-PLACE response action.
2. The School Administrator will notify "911" and will provide the exact location (e.g., building, area) and nature of emergency.
3. The School Administrator will take further actions as needed.
4. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provide

clearance and the School Administrator issues further instructions.

SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

1. The School Administrator will initiate the SHELTER-IN-PLACE response action.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion and should avoid sheltering near exterior windows.
3. The School Administrator will notify "911" and provide details on the area and personnel affected at the school.
4. After the initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors if possible.
5. The Facilities Team will turn off the school's main gas supply, local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; 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.
6. The School Administrator will monitor radio or television announcements as well as district instructions and initiate further actions as appropriate.
7. At the School Administrator's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water.
8. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.

FIRE IN SURROUNDING AREA

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

Procedure

1. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
2. The School Administrator will notify "911" and will provide the location and nature of the emergency.
3. The School Administrator will instruct the Supervision Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The administrator or assigned personnel will contact the local fire department and will work with the fire department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.

6. 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 Student Managers Team of missing students.
7. The School Administrator will keep a battery-powered radio tuned to a local radio station for emergency information.
8. As appropriate, the School Administrator will send out a robo call to all parents.
9. The School Administrator will notify Susan Huitron, HR/OPS Manager of the emergency situation.
10. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the School Administrator.
2. The School Administrator will immediately initiate the EVACUATE BUILDING action. Staff and students will evacuate buildings using the 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 Student Managers Team of missing students.
4. The School Administrator will call "911" and will provide the exact location (e.g., building, room, area) of the fire.
5. The Facilities and Supervision Team will suppress fires and initiate rescue procedures until the local fire department arrives.
6. The Facilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The school administrator will direct the fire department to the fire and brief fire department officials on the situation.
8. The Facilities Team will notify the appropriate utility company of damages. The School Administrator will notify Susan Huitron, HR/OPS Manager of the fire.
9. Any affected areas will not be reopened until the Los Angeles County Fire Department or appropriate agency provides clearance and the School Administrator issues authorization to do so. For fires during non-school hours, the School Administrator and Susan Huitron, HR/OPS Manager, will determine if the school will open the following day.
10. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate, "Fire is out."

FLOODING

This procedure applies whenever storm water or other sources of water inundate or threaten to

inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFFSITE EVACUATION.
2. The School Administrator will notify "911" and will describe the nature and extent of the flooding.
3. The School Administrator will keep a battery-powered radio tuned to a local radio station for information.
4. If the School Administrator issues the EVACUATE BUILDING or OFF-SITE an EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
5. 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 Student Managers Team of missing students.
6. The School Administrator will notify the Local District Superintendent of the emergency situation.
7. As appropriate, the School Administrator will send out a call to all parents.
8. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions. 9.

LOSS OR FAILURE OF UTILITIES

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Procedure

1. If water or an electrical line is broken, the facilities department will be informed that an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.
2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
3. Facilities personnel, working with school administration, will contact the affected utility company to determine whether their assistance is required and the potential length of time service will be interrupted.
4. The School Administrator will notify the Local District Superintendent of the loss of utility service.
5. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
6. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer Explosion/Risk of Explosion.

MOTOR VEHICLE CRASH

This procedure addresses situations involving a Motor Vehicle Crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to Biological or Chemical Release. If a crash results in a utility interruption, refer to Loss or Failure of Utilities.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
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 Student Managers Team Student Managers Team of missing students.
4. The School Administrator will call "911" and will provide the exact location (e.g., building, area) and nature of emergency.
5. The School Administrator will notify the Local District Superintendent of the situation.
6. The Facilities and Supervision Team will secure the crash area to prevent unauthorized access.
7. The School Administrator will direct the Facilities and Supervision Team to organize fire suppression activities until the Fire Department arrives.
8. The First Aid/Medical Team will check for injuries to provide appropriate first aid.
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

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OPIOID OVERDOSE

Opioid Overdose may involve a student or staff member exhibiting signs of drowsiness, confusion, difficulty walking or talking; choking, gurgling, or snoring sounds; slow, weak, or no breathing; or an inability to wake up, even when shaken or shouted.

1. Staff have been trained to detect the signs and symptoms of an opioid overdose and the administration of Narcan
2. Narcan is safely stored on campus.
3. Staff will conduct regular training sessions on how to respond to an overdose situation.
4. Upon witnessing an overdose or suspected overdose, staff should take steps to calm and control the situation and attempt to isolate the victim from other students and staff, if it is safe to do so.
5. Staff should immediately assist the student and administer Narcan, if trained.
6. Staff will immediately notify the School Administrator.
7. The School Administrator will initiate the appropriate Immediate Response Actions, which may include a LOCK DOWN to keep hallways clear for emergency personnel.
8. The School Administrator will call the School Security Guard, and provide the exact location and

nature of the incident. The School Administrator will call "911".

9. Office personnel will contact 911 and prepare emergency information documents for the student and will follow all directions of emergency personnel. .

10. The School Administrator will notify Susan Huitron, HR/OPS Manager, of the situation.

PSYCHOLOGICAL TRAUMA

Crisis management at LAUSD specifies actions during and subsequent to any emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies like those described above usually produce one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

Procedure

1. The School Administrator will establish a Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Psychological First Aid Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Psychological First Aid Team will provide direct intervention services: e.g. trauma informed practices. Address cultural sensitivities - ensure that interventions are culturally responsive and take into account the diverse background of the school community.
 - a. If there is a need for additional assistance, the School Administrator will notify Susan Huitron, HR/OPS Manager.
4. The Psychological First Aid Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
5. In performing their duties, the Psychological First Aid Team members will limit exposure to scenes of trauma, injury and death.
6. The Psychological First Aid Team will provide ongoing assessment, e.g. facilitating group debriefings, support groups, or peer to peer sessions. Possibly referring individuals with prolonged or severe distress to professional mental health services. In addition, organizing workshops or classroom activities that promote resilience and coping strategies.

SUSPECTED CONTAMINATION OF FOOD OR WATER

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water

contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The School Administrator will notify "911", County Department of Health Services (213) 974-1234, Local District Office, and the Office of Environmental Health and Safety (213) 241-3199.
3. The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
5. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The School Administrator will confer with the County Department of Health Services before the resumption of normal operations.
7. The School Administrator will notify parents of the incident, as appropriate.

THREAT OF VIOLENCE

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication or phone call. The School Administrator should ensure all threats are properly assessed.

Procedure

1. The School Administrator will identify the type of threat and attempt to determine the individual(s) making the threat.
2. The School Administrator will conduct the threat assessment.
3. The School Administrator Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk as described by the Los Angeles Police Department:
 - Category 1 – High violence potential; qualifies for arrest or hospitalization.
 - Category 2 – High violence potential; does not qualify for arrest or hospitalization.
 - Category 3 – Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.
 - Category 4 – Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.
 - Category 5 – Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.
4. In categorizing the risk, the School Administrator will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from

thought to action?

5. The School Administrator will assess the warning signs by evaluating the associated oral, written or electronic threatening communications and also identifying concerning behaviors such as fascination with violence, significant behavioral changes, social withdrawals, or access to weapons.
6. The School Administrator will recommend appropriate action while ensuring the physical safety of the school environment and identifying any potential hazards e.g., weapons.
7. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff e.g., offer counseling and debriefing sessions for students, staff, and families. Also monitoring for signs of trauma or distress in the school community and providing ongoing support as needed.
8. Crisis intervention may be necessary and appropriate.
9. Evaluate the effectiveness of the threat response and make recommendations for future improvements to the safety plan. Furthermore, including a reintegration plan if the individuals involved are permitted to return to school, develop a plan that includes behavior monitoring, counseling and clear expectations for conduct.

UNLAWFUL DEMONSTRATION/WALKOUT

An Unlawful Demonstration/Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the School Administrator.
2. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE.
3. The School Administrator will notify the School Security Guard and Supervision Team and the Local District Office to request assistance and will provide the exact location and nature of the emergency.
4. The Supervision Team will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter the campus.
5. If students leave the campus, the Supervision Team, in consultation with the School Administrator, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.
6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the School Administrator. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and venetian blinds in rooms so equipped.
7. The Planning and Intelligence Chief should keep an accurate record of events, conversations and actions.
8. All media inquiries will be referred to the designated school's Public Information Officer.
9. The School Administrator should proceed in good judgment on the basis of police or other legal advice, in taking action to control and resolve the situation.

10. The School Administrator will notify parents of the incident, as appropriate.

Immediate Response Actions - 1010 E 34th st. Los Angeles, CA 90011

DUCK AND COVER

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

Description of Action

1. The administrator or assigned staff member will make the following announcement on the Slack App. If Slack system is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions. The administrator 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 experiencing some seismic activity. For everyone’s protection, all students should follow Duck and Cover procedures, which mean 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 shake stops or give further instructions.”

2. If inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.

3. If outside, teachers and/or staff 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.

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 shutdown 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 administrator or assigned staff member will make the following announcement on Slack. If Slacks is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions. The administrator 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. 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 Facilities 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.

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 occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all times.

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.

Description of Action

1. The administrator or assigned staff member will make the following announcement on Slack. If Slack is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions. The administrator 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 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 administrator or law enforcement.
5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, have to be allowed on campus.

EVACUATE BUILDING

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

Description of Action

1. The administrator or assigned staff member will make the following announcement on Slack. If Slack is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions. The administrator 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 roll book and lock the classroom when all students have exited the classroom.”

2. The administrator 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.

5. Once assembled, teachers and students will stay in place until further instructions are given.

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

1. The administrator or assigned staff member will make the following announcement on Slack. If Slack is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions. The administrator 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 administrator will determine the safest method for evacuating the campus. This may include the use of school buses or simply walking to the designated offsite location.

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 administrator may authorize students and staff to return to the classrooms.

ALL CLEAR

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

Description of Action

1. The administrator or assigned staff member will make the following announcement on Slack. If Slack is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions.

"Your attention please. It is now ok to 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.

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

Dangerous, Violent, or Unlawful activity

Disorderly Conduct

Earthquake

Explosion/Risk of Explosion

Fire in Surrounding Area

Fire On School Grounds

Flooding

Loss or Failure of Utilities

Motor Vehicle Crash

Opioid Overdose

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".

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.

Procedure

- 1) The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
- 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 any missing students.
- 4) The School Administrator will call "911" and will provide the exact location (e.g., building or area) and nature of emergency. 5) If on school property, the Facilities Team will secure the crash area to prevent unauthorized access.
- 6) 6. The School Administrator will direct the Facilities Team and/or Supervision Team to fire suppression activities until the Fire Department arrives.
- 7) The First Aid/Medical Team will check injuries to provide appropriate first aid.
- 8) The School Administrator will call 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 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 OFFSITE EVACUATION.

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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

- 1) The School Administrator will initiate appropriate Immediate Response Actions, which may include LOCK DOWN or EVACUATE BUILDING.
- 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.
- 3) If additional outside assistance is needed, the School Administrator will call "911", Animal Control 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, if warranted by changes in conditions at the school.

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

- 1) Upon first indication of an armed assault, personnel should immediately notify the School Administrator.
- 2) The School Administrator will initiate the appropriate Immediate Response Action(s), which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
- 3) The School Administrator will call "911" 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) Staff should take steps to calm and control students, and if safe to do so, attempt to maintain separation between students and the perpetrator.
- 5) Staff should maintain order in all areas of assembly or shelter, and should await the arrival of law enforcement.
- 6) 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.
- 7) The First Aid/Medical Team will work with local authorities to ensure injured students and staff receive medical attention.
- 8) The Security/Utilities Team will control all points of entry to the school.
- 9) 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.
- 10) All media inquiries will be referred to the designated Public Information Officer.
- 11) The School Administrator will debrief staff and school police officers.

BIOLOGICAL OR CHEMICAL RELEASE

A Biological or Chemical Release is an incident involving the discharge of a biological or chemical substance in a solid, liquid or gaseous state. Such incidents may also include the release of radioactive materials. Common chemical threats within or adjacent to schools include the discharge of acid in a school laboratory, an overturned truck of hazardous materials in proximity of the school, or an explosion at a nearby oil refinery or other chemical plant.

The following indicators may suggest the release of a biological or chemical substance: Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing. Other indicators may include the presence of distressed animals or dead birds.

This procedure deals with three possible scenarios involving the release of biochemical substances: Scenario 1 - Substance released inside a room or a building; Scenario 2 - Substance released outdoors and localized; and Scenario 3 - Substance released in surrounding community. It is necessary to first determine which scenario applies and then implement the appropriate response procedures listed below.

Procedure

SCENARIO 1: SUBSTANCE RELEASED INSIDE A ROOM OR BUILDING:

2. The School Administrator will initiate the EVACUATE BUILDING. Staff will use designated routes or other alternative safe routes to an assigned Assembly Area, located upwind of the affected room or building.
3. The School Administrator will call "911" and the Office of Environmental Health and Safety (OEHS) (213) 241-3199 and will provide the exact location (e.g., building, room, area) and nature of emergency.
4. The School Administrator will notify the Local District Superintendent of the situation.
5. The School Administrator will instruct the Facilities Team to isolate and restrict access to potentially contaminated areas.
6. The Facilities Team will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
7. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated
8. "Topically" affected by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.
9. The Student Managers Team will prepare a list of all people in the affected room or contaminated area, specifying those who may have had actual contact with the substance. The Student Managers will provide the list to the School Administrator.
10. The School Administrator will complete the Biological and Chemical Release Response Checklist (located at the end of this document).
11. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.

12. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.

SCENARIO 2: SUBSTANCE RELEASED OUTDOORS AND LOCALIZED

1. The School Administrator will immediately direct staff to remove students from the affected areas to an area upwind from the release. The School Administrator will, if necessary, initiate the EVACUATE BUILDING.

2. The Facilities Team will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.

3. The School Administrator will call “911” and the Office of Environmental Health and Safety (OEHS) (213) 241-3199 and will provide the exact location and nature of the emergency.

4. The School Administrator will notify the Local District Superintendent of the situation.

5. The Facilities Team will turn off local fans in the area of the release, close the windows and doors and shut down the air handling systems of affected buildings.

6. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Do not use bleach or other disinfectants on potentially exposed skin. Individuals that have been contaminated “topically” by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the First Aid/Medical Team should assess the need for medical attention.

7. The Assembly Area Team will prepare a list of all people in areas of contamination, especially those who may have had actual contact with the substance. The Student Managers Team will provide the list to the School Administrator and the emergency response personnel.

8. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.

9. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.

SCENARIO 3: SUBSTANCE RELEASED IN SURROUNDING COMMUNITY

1. If the School Administrator or local authorities determine a potentially toxic substance has been released to the atmosphere, the School Administrator will initiate SHELTER-IN-PLACE. 2) Upon receiving the SHELTER-IN-PLACE notification, the Facilities Team along with Supervision Team will turn off local fans in the area; close and lock doors and windows; shut down all buildings’ air handling systems; 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.

2. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium). Teachers should communicate their locations to the School Administrator, using the PA system or other means without leaving the building.

3. The School Administrator will call “911” and the Office of Environmental Health and Safety (OEHS) (213) 241-3199. and will provide the exact location and nature of the emergency.

4. The School Administrator will notify the Local District Superintendent. of the situation.
5. The School Administrator will turn on a radio or television station to monitor information concerning the incident.
6. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance, or staff is otherwise notified by the School Administrator.

BOMB THREAT

Response to a Bomb Threat is initiated upon the discovery of a suspicious package on campus grounds or receipt of a threatening phone call that may present a risk of an explosion.

Procedure

1. If the threat is received by telephone, the person receiving the call should attempt to keep the caller on the telephone as long as possible and alert someone else to call “911” – telling the operator, “This is [state name] from [state school]. We are receiving a bomb threat on another line. The number of that line is [state phone number].”

2. The person answering the threat call should ask the following questions, record the answers and then immediately notify the School Administrator:

- When is the bomb going to explode?
- Where is it?
- What will cause it to explode?
- What kind of bomb is it?
- Who are you?
- Why are you doing this?
- What can we do for you to avoid the bomb from exploding?
- How can you be contacted?

3. The School Administrator will direct the Search and Rescue Team(s) to search for suspicious packages, boxes or foreign objects. While conducting the search, all cell phones, beepers and hand-held radios should be turned off since many modern day explosive devices can be triggered by radio frequencies.

4. If a suspicious object is identified, one member of the Search and Rescue Team will report the discovery to the School Administrator while the remaining team members attempt to secure the immediate area.

5. No attempt should be made to investigate or examine the object.

6. After the search, the School Administrator will determine the appropriate Immediate Response Action(s) to announce, which may include DUCK AND COVER, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.

7. When a suspicious object or bomb is found, the School Administrator shall issue the EVACUATE BUILDING action. Staff and students will evacuate the building using prescribed routes or other safe routes to the Assembly Area.

8. 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 Student Managers of missing students.

9. The School Administrator will notify "911", if not previously notified, and will provide the exact location (e.g., building, room, area) of the potential bomb, if known.
10. The School Administrator will notify the Local District Superintendent of the situation.
11. The Psychological First Aid Team will convene onsite and begin the process of counseling and recovery.
12. Do not resume school activities until the affected buildings have been inspected by proper authorities and determined to be safe. The School Administrator will give the ALL CLEAR signal.
13. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.
14. After the incident is over, the School Administrator will complete the Bomb Threat Report (form found at the end of this document).

BUS or SCHOOL VANS DISASTER

These procedures are for use by bus (or van) drivers and school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school. This section addresses three possible scenarios involving a bus disaster:

Scenario 1 - Earthquake;

Scenario 2 - Flood;

Scenario 3 - Serious Accident or Bus Fire.

Bus drivers should first determine which scenario applies and then implement the appropriate response procedures. A copy of these procedures shall be kept in the emergency packet of each school bus. It is important to note that drivers may need to make spontaneous independent decisions, based on the nature of the emergency, age of children, location of bus, or other unique circumstances

Procedure

SCENARIO 1: EARTHQUAKE

1. The driver should issue DUCK AND COVER.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set the brake, turn off ignition, and wait for the shaking to stop.
4. Check for injuries and provide first aid as appropriate.
5. If the bus is disabled, stay in place until help arrives.
6. Contact the School Administrator to report the location and condition of students and the bus.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief the office of Susan Huitron, HR/OPS Manager.
8. If instructed to continue route, the driver should:

- If en route to school, continue to pick up students.
 - If dropping students off, continue to do so provided there is a responsible adult at the bus stop. If there is no responsible adult at the bus stop, refer to Number 9 below.
9. If it is impossible to return to school, proceed to the nearest designated shelter indicated on the bus route map. Upon arriving at the shelter, notify the School Administrator. Remain with the children until further instructions are received from the School Administrator.
10. In all instances, the driver should not attempt to cross bridges, overpasses, or tunnels that may have been damaged.
11. The driver will account for all students and staff throughout the emergency.

SCENARIO 2: FLOOD

1. DO NOT drive through flooded streets and/or roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. If the bus is disabled, stay in place until help arrives.
4. Contact the School Administrator to report the location and condition of students.
5. The School Administrator will determine what additional appropriate notification(s) should be made and will brief Susan Huitron, HR/OPS Manager.
6. In all instances, do not attempt to cross damaged bridges or overpasses.
7. The driver will account for all students and staff throughout the emergency.

SCENARIO 3: SERIOUS ACCIDENT OR BUS FIRE

1. Park the bus in a safe location.
2. Set the emergency brake and turn off the ignition.
3. Evacuate the bus in the event of a fire.
4. Check for injuries and provide appropriate first aid.
5. Call "911" and provide the exact location of the bus and wait for the arrival of emergency responders.
6. Contact the School Administrator to report the location and condition of students.
7. The School Administrator will determine what additional appropriate notification(s) should be made and will brief Susan Huitron, HR/OPS Manager.
8. Stay with the disabled bus until help arrives.
9. The driver will account for all students and staff throughout the emergency.

DISORDERLY CONDUCT

Disorderly Conduct may involve a student or staff member exhibiting threatening or irrational behavior. If the perpetrator is armed, refer to Armed Assault on Campus.

Procedure

1. Upon witnessing a Disorderly Conduct, staff should take steps to calm and control the situation and attempt to isolate the perpetrator from other students and staff, if it is safe to do so.

2. Staff will immediately notify the School Administrator.
3. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
4. The School Administrator will call School Security Guard, and provide the exact location and nature of the incident. If determined to be appropriate, the School Administrator will call "911".
5. If an immediate threat is not clearly evident, the School Administrator or a staff member may attempt to diffuse the situation. Approach the perpetrator in a calm, non-confrontational manner and request he or she leave the campus. Avoid any hostile situations.
6. If the perpetrator is a student, an attempt should be made to notify the family. (Family members may provide useful information on handling the situation.)
7. The School Administrator will notify Susan Huitron, HR/OPS Manager, of the situation.

DANGEROUS, VIOLENT, or UNLAWFUL ACTIVITY

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats or activities may be observed, received by written note, e-mail communication or phone call. The School Administrator should ensure all threats are properly assessed.

Procedure

1. The School Administrator will identify the type of threat and attempt to determine the individual(s) making the threat.
2. The School Administrator will conduct the threat assessment.
3. The School Administrator Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk as described by the Los Angeles Police Department:
 - Category 1 – High violence potential; qualifies for arrest or hospitalization.
 - Category 2 – High violence potential; does not qualify for arrest or hospitalization.
 - Category 3 – Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.
 - Category 4 – Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.
 - Category 5 – Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.
4. In categorizing the risk, the School Administrator will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?
5. The School Administrator will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
6. The School Administrator will recommend appropriate action.
7. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff.
8. Crisis intervention may be necessary and appropriate.

EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

Procedure

Note: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.

1. Upon the first indication of an earthquake, teachers should direct students to DUCK AND COVER.
2. Move away from windows and overhead hazards to avoid glass and falling objects.
3. When the shaking stops, the School Administrator will initiate the EVACUATE BUILDING action. Staff and students will evacuate the buildings using prescribed routes or other safe routes to the Assembly Area.
4. 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 Student Managers of missing students.
5. The School Administrator will direct the Facilities Team to post guards a safe distance away from building entrances to prevent access.
6. The Facilities Team will notify school personnel of fallen electrical wires and instruct them to avoid touching the fallen wires.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. The School Administrator will direct the Facilities Team to notify the appropriate utility company of damages (e.g., gas, power, water, or sewer).
9. If the area appears safe, the Search and Rescue Team will make an initial inspection of school buildings to identify any injured or trapped students or staff.
10. The School Administrator will contact the Local District Superintendent to determine additional actions that may be necessary. In turn, the actions will be communicated to the District's Office.
11. The School Administrator will contact the Facilities Manager to ensure buildings are safe for reoccupancy. When safe to do so, the Facilities Team will conduct an inspection of school buildings. The Facilities Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander and Planning and Intelligence Chief.
12. Any affected areas will not be reopened until Facilities provides clearance and the School Administrator gives authorization to do so.
13. The School Administrator will initiate an OFF-SITE EVACUATION, if warranted by changes in conditions at the school.

In the event an earthquake occurs during non- school hours:

1. The School Administrator and the Facilities Manager will assess damages to determine any necessary corrective actions. The School Administrator may direct the Facilities Team to participate in the assessment.
2. The School Administrator should confer with Susan Huitron, HR/OPS Manager.
3. Identify damages to determine if the school should be closed.
4. If the school must be closed, the School Administrator will send out a call to all parents and staff.

EXPLOSION/RISK OF EXPLOSION

This section addresses four possible scenarios involving an Explosion/Risk of Explosion:

Scenario 1 - Explosion on school property; Scenario 2 – Risk of explosion on school property; Scenario 3 - Explosion or risk of explosion in a surrounding area, and Scenario 4 – Nuclear blast or explosion involving radioactive materials. [A nuclear blast is characterized by a sequence of intense light and heat, air pressure wave, expanding fireball, and subsequent radioactive fallout.]. It is necessary to first determine which scenario applies and then implement the appropriate response procedures for “Bomb Threats”.

Procedure

SCENARIO 1: EXPLOSION ON SCHOOL PROPERTY

1. In the event of an explosion, all persons should initiate DUCK AND COVER as.
2. The School Administrator will consider the possibility of another imminent explosion and take appropriate action.
3. After the explosion, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING or OFFSITE EVACUATION. Evacuation may be warranted in some buildings and other buildings may be used as shelter.
4. In the event of an evacuation, staff and students will use prescribed routes or other safe routes and proceed to the Assembly Area.
5. 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.
6. The School Administrator will call “911” and will provide the exact location (e.g., building, room, area) and nature of emergency.
7. The First Aid/Medical Team will check for injuries and provide appropriate first aid.
8. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
9. The Facilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
10. The School Administrator will notify Susan Huitron, HR/OPS Manager of the situation.
11. The Facilities Team Leader will post guards a safe distance away from the building entrance to prevent persons entering the school buildings.
12. When it is determined safe to enter affected areas, the School Administrator will advise the Search and Rescue Team to initiate search and rescue activities.
13. The School Administrator will contact the Facilities Manager to ensure buildings are safe for re-occupancy. When safe to do so, the Facilities Team will conduct an inspection of school buildings. The Facilities Team will maintain a log of their findings, by building, and provide a periodic report to the Incident Commander.
14. Any areas affected by the explosion will not be reopened until the appropriate agency provides clearance and the School Administrator gives authorization to do so.
15. The School Administrator will initiate an OFF-SITE EVACUATION.

SCENARIO 2: RISK OF EXPLOSION ON SCHOOL PROPERTY

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
2. If the School Administrator issues EVACUATE BUILDING action, staff and students will evacuate the building 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 Student Managers Team of missing students.
4. The School Administrator will call "911" and will provide the exact location (e.g., building, room, area) and nature of emergency.
5. Staff should attempt to suppress fires with extinguishers. Note: Ensure the use of proper type of extinguishers, i.e. Class A, B or C for ordinary combustibles; Class B or C for fires involving flammable liquids; or Class C only for fires involving electrical equipment.
6. The School Administrator will advise the Search and Rescue Team to initiate rescue operations.
7. The Facilities Team Leader will notify the appropriate utility company of any damages to water lines, sewers, power lines and other utilities.
8. The School Administrator will notify the Local District Superintendent of the situation.
9. All affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. In the event of an explosion on campus, refer to procedures listed under Scenario 1 above.
11. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

SCENARIO 3: EXPLOSION OR RISK OF EXPLOSION IN SURROUNDING AREA

1. The School Administrator will initiate the SHELTER-IN-PLACE response action.
2. The School Administrator will notify "911" and will provide the exact location (e.g., building, area) and nature of emergency.
3. The School Administrator will take further actions as needed.
4. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.

SCENARIO 4: NUCLEAR BLAST OR EXPLOSION INVOLVING RADIOACTIVE MATERIALS

1. The School Administrator will initiate the SHELTER-IN-PLACE response action.
2. When sheltering, personnel should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion and should avoid sheltering near exterior windows.
3. The School Administrator will notify "911" and provide details on the area and personnel affected

at the school.

4. After the initial blast, remove students from rooms with broken windows, extinguish fires, provide first aid, and relocate students from upper floors if possible.
5. The Facilities Team will turn off the school's main gas supply, local fans in the area; close and lock doors and windows; shut down all buildings' air handling systems; 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.
6. The School Administrator will monitor radio or television announcements and initiate further actions as appropriate.
7. At the School Administrator's discretion, and only if safe to do so, designated personnel should attempt to distribute emergency supplies including food and water.
8. The school will remain in a SHELTER-IN-PLACE condition until the appropriate agency provides clearance and the School Administrator issues further instructions.

FIRE IN SURROUNDING AREA

This procedure addresses the situation where a fire is discovered in an area adjoining the school. The initiated response actions should take into consideration the location and size of the fire, its proximity to the school and the likelihood that the fire may affect the school.

Procedure

1. The School Administrator will initiate the appropriate Immediate Response Actions, which may include SHELTER-IN PLACE, LOCK DOWN, EVACUATE BUILDING or OFF-SITE EVACUATION.
2. The School Administrator will notify "911" and will provide the location and nature of the emergency.
3. The School Administrator will instruct the Supervision Team to prevent students from approaching the fire and keep routes open for emergency vehicles.
4. The administrator or assigned personnel will contact the local fire department and will work with the fire department to determine if school grounds are threatened by the fire, smoke, or other hazardous conditions.
5. If the School Administrator issues the EVACUATE BUILDING action, staff and students will evacuate the affected building(s) using prescribed routes or other safe routes to the Assembly Area.
6. 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 Student Managers Team of missing students.
7. The School Administrator will keep a battery-powered radio tuned to a local radio station for emergency information.
8. As appropriate, the School Administrator will send out a robo call to all parents.
9. The School Administrator will notify Susan Huitron, HR/OPS Manager of the emergency situation.
10. A member of this group will call the Office of
11. Communications with information on this situation.
12. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in

conditions.

FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the School Administrator.
2. The School Administrator will immediately initiate the EVACUATE BUILDING action. Staff and students will evacuate buildings using the 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 Student Managers Team of missing students.
4. The School Administrator will call "911" and will provide the exact location (e.g., building, room, area) of the fire.
5. The Facilities and Supervision Team will suppress fires and initiate rescue procedures until the local fire department arrives.
6. The Facilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The school administrator will direct the fire department to the fire and brief fire department officials on the situation.
8. The Facilities Team will notify the appropriate utility company of damages. The School Administrator will notify Susan Huitron, HR/OPS Manager of the fire.
9. Any affected areas will not be reopened until the Los Angeles County Fire Department or appropriate agency provides clearance and the School Administrator issues authorization to do so. For fires during non-school hours, the School Administrator and Susan Huitron, HR/OPS Manager, will determine if the school will open the following day.
10. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate, "Fire is out."

FLOODING

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the school would have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, EVACUATE BUILDING, or OFFSITE EVACUATION.
2. The School Administrator will notify "911" and will describe the nature and extent of the flooding. 3. The School Administrator will keep a battery-powered radio tuned to a local radio station for

- information. 4. If the School Administrator issues the EVACUATE BUILDING or OFF-SITE an EVACUATION action, staff and students will evacuate affected buildings using prescribed routes or other safe routes to the Assembly Area.
5. 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 Student Managers Team of missing students.
6. The School Administrator will notify the Local District Superintendent of the emergency situation.
7. As appropriate, the School Administrator will send out a call to all parents.
8. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

LOSS OR FAILURE OF UTILITIES

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines.

Procedure

1. If water or an electrical line is broken, an effort should be made to turn off water or power to the affected area and to notify the School Administrator immediately.
2. Upon notice of loss of utilities, the School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE, or EVACUATE BUILDING.
3. Facilities personnel, working with school administration, will contact the affected utility company to determine whether their assistance is required and the potential length of time service will be interrupted.
4. The School Administrator will notify the Local District Superintendent of the loss of utility service.
5. As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
6. If the loss of utilities may generate a risk of explosion, such as a gas leak, refer Explosion/Risk of Explosion.

MOTOR VEHICLE CRASH

This procedure addresses situations involving a Motor Vehicle Crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, refer to Biological or Chemical Release. If a crash results in a utility interruption, refer to Loss or Failure of Utilities.

Procedure

1. The School Administrator will initiate appropriate Immediate Response Actions, which may include DUCK AND COVER, SHELTER-IN-PLACE, EVACUATE BUILDING, or OFF-SITE EVACUATION.
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 Student Managers Team Student Managers Team of missing students.

4. The School Administrator will call "911" and will provide the exact location (e.g., building, area) and nature of emergency.
5. The School Administrator will notify the Local District Superintendent of the situation.
6. The Facilities and Supervision Team will secure the crash area to prevent unauthorized access.
7. The School Administrator will direct the Facilities and Supervision Team to organize fire suppression activities until the Fire Department arrives.
8. The First Aid/Medical Team will check for injuries to provide appropriate first aid.
9. Any affected areas will not be reopened until the appropriate agency provides clearance and the School Administrator issues authorization to do so.
10. The School Administrator will initiate an OFF-SITE EVACUATION if warranted by changes in conditions.

OPIOID OVERDOSE

Opioid Overdose may involve a student or staff member exhibiting signs of drowsiness

1. Staff have been trained to detect the signs and symptoms of an opioid overdose and the administration of Narcan
2. Narcan is safely stored on campus.
3. Conduct regular training sessions on how to respond to an overdose situation.
4. Upon witnessing an overdose or suspected overdose, staff should take steps to calm and control the situation and attempt to isolate the victim from other students and staff, if it is safe to do so.
5. Staff should immediately assist the student and administer Narcan, if trained.
6. Staff will immediately notify the School Administrator.
7. The School Administrator will initiate the appropriate Immediate Response Actions, which may include a LOCK DOWN to keep hallways clear for emergency personnel.
8. The School Administrator will call the School Security Guard, and provide the exact location and nature of the incident. The School Administrator will call "911".
9. Office personnel will contact 911 and prepare emergency information documents for the student and will follow all directions of emergency personnel. .
10. The School Administrator will notify Susan Huitron, HR/OPS Manager, of the situation.

PSYCHOLOGICAL TRAUMA

Crisis management at LAUSD specifies actions during and subsequent to any emergency that may have a psychological impact on students and staff, such as an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies like those described above usually produce one or more of the following conditions:

- Temporary disruption of regular school functions and routines.
- Significant interference with the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.

- Concentrated attention from the community and news media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as the physical safety of those involved has been insured, attention must turn to meeting the emotional and psychological needs of students and staff.

Procedure

1. The School Administrator will establish a Psychological First Aid Team, which has primary responsibility for providing necessary assistance after all types of crises.
2. The Psychological First Aid Team will assess the range of crisis intervention services needed during and following an emergency.
3. The Psychological First Aid Team will provide direct intervention services.
 - a. If there is a need for additional assistance, the School Administrator will notify Susan Huitron, HR/OPS Manager.
4. The Psychological First Aid Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
5. In performing their duties, the Psychological First Aid Team members will limit exposure to scenes of trauma, injury and death.
6. The Psychological First Aid Team will provide ongoing assessment of needs and follow-ups services as required.

SUSPECTED CONTAMINATION OF FOOD OR WATER

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by central District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses.

Procedure

1. The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
2. The School Administrator will notify "911", County Department of Health Services (213) 974-1234, Local District Office, and the Office of Environmental Health and Safety (213) 241-3199.
3. The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
4. The First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
5. The School Administrator will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
6. The School Administrator will confer with the County Department of Health Services before the resumption of normal operations.
7. The School Administrator will notify parents of the incident, as appropriate.

THREAT OF VIOLENCE

This procedure should be followed if site personnel receive a threat that may target an individual, a particular group or the entire school community. Such threats may be received by written note, e-mail communication or phone call. The School Administrator should ensure all threats are properly assessed.

Procedure

1. The School Administrator will identify the type of threat and attempt to determine the individual(s) making the threat.
2. The School Administrator will conduct the threat assessment.
3. The School Administrator Team will assess the warning signs, risk factors, stabilizing factors and potential precipitating events to arrive at a categorical description of the risk for a particular point in time. There are five categories of risk as described by the Los Angeles Police Department:
 - Category 1 – High violence potential; qualifies for arrest or hospitalization.
 - Category 2 – High violence potential; does not qualify for arrest or hospitalization.
 - Category 3 – Insufficient evidence for violence potential; sufficient evidence for the repetitive/intentional infliction of emotional distress upon others.
 - Category 4 – Insufficient evidence for violence potential; sufficient evidence for the unintentional infliction of emotional distress upon others.
 - Category 5 – Insufficient evidence for violence potential; insufficient evidence for emotional distress upon others.
4. In categorizing the risk, the School Administrator will attempt to answer two questions: (1) Is the individual moving on a path towards violent action? (2) Is there evidence to suggest movement from thought to action?
5. The School Administrator will assess the warning signs by evaluating the associated oral, written or electronic threatening communications.
6. The School Administrator will recommend appropriate action.
7. As soon as the physical safety of those involved has been insured, attention will turn to meeting the emotional and psychological needs of students and staff.
8. Crisis intervention may be necessary and appropriate.

UNLAWFUL DEMONSTRATION/WALKOUT

An Unlawful Demonstration/Walkout is any unauthorized assemblage on or off campus by staff or students for the purpose of protest or demonstration.

Procedure

1. Upon indication that an unlawful demonstration or walkout is about to begin, personnel should immediately notify the School Administrator.
2. The School Administrator will initiate appropriate Immediate Response Actions, which may include SHELTER-IN-PLACE.
3. The School Administrator will notify the School Security and Supervision Team and the Local District Office to request assistance and will provide the exact location and nature of the emergency.
4. The Supervision Team will immediately proceed to the Main Gate to control student ingress and egress. Each person entering or leaving the campus shall be required to sign his/her name, and record address, telephone number and time entered or departed. The Main Gate should not be locked, as a locked gate may create a serious hazard for students leaving or attempting to re-enter

the campus.

5. If students leave the campus, the Supervision Team, in consultation with the School Administrator, will designate appropriate staff members to accompany them. These staff members will attempt to guide and control the actions of students while offsite.

6. Students not participating in the demonstration or walkout should be kept within their classrooms until further notice by the School Administrator. Teachers will close and lock classroom doors. Students and staff should be protected from flying glass in the event windows are broken, by closing drapes and venetian blinds in rooms so equipped.

7. The Planning and Intelligence Chief should keep an accurate record of events, conversations and actions. 8. All media inquiries will be referred to the designated school's Public Information Officer.

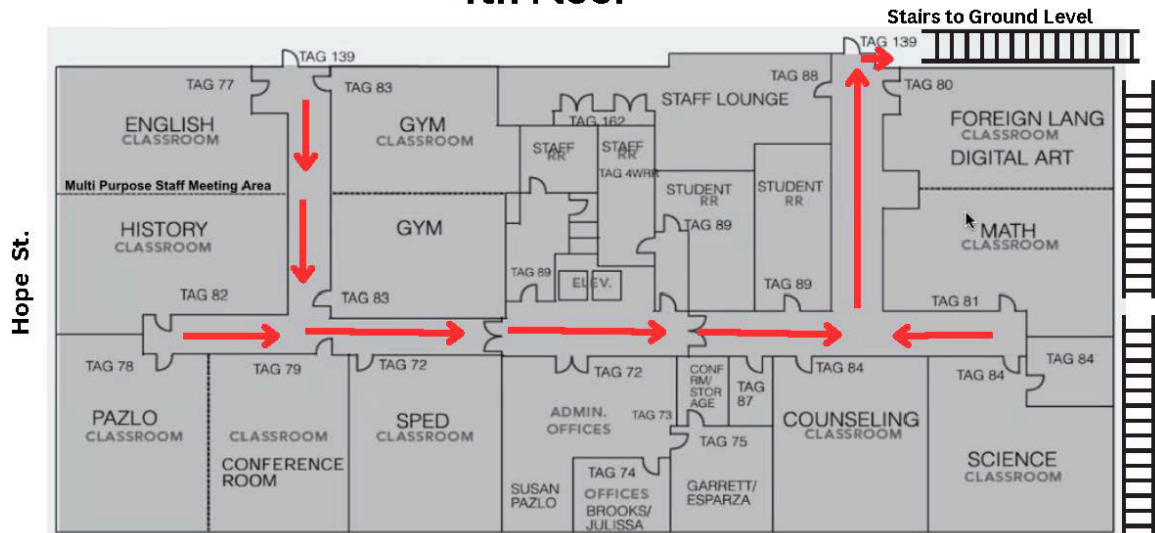
9. The School Administrator should proceed in good judgment on the basis of police or other legal advice, in taking action to control and resolve the situation.

10. The School Administrator will notify parents of the incident, as appropriate.

Matrix For Success Academy

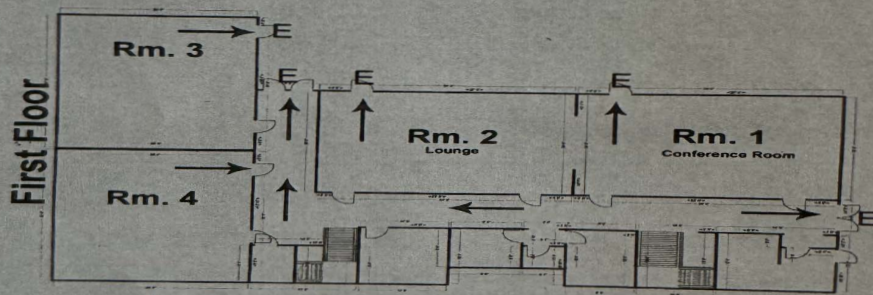
Emergency Escape Route

4th Floor



Wilshire Blvd

MATRIX SOUTH LA CAMPUS Evacuation Map



First floor evacuates through corresponding exits (E).
Note: The East Parking lot is the designated evacuation area.