

# INTER-OFFICE CORRESPONDENCE

Los Angeles Unified School District

John Muir Middle School

TO: *John Muir Faculty, and Staff*

DATE: *April 8, 2008*

FROM: *Gary Kaloostian, Assistant Principal*

SUBJECT: **A PLAN OF EVACUATION TO THE ASSEMBLY AREA IN CASE OF A MAJOR EARTHQUAKE**

District policy requires that we conduct two earthquake drills each year. A drill will be held on *Wednesday, April 16, 2008* the purpose of these drills is two-fold. First, it provides an opportunity for us to evaluate our Emergency Operations Plan. Secondly, the drill will identify strengths and weaknesses in the District's Emergency Communications Plan. The following information will help you understand the procedures that will be followed.

The signal for the earthquake/evacuation drill will be intermittent bells with buzzer and lights for one minute followed by five seconds of silence; repeat for a minimum of one and a half minutes. One long bell at the conclusion of the drill will signal, all clear. OR and announcement.

Teachers, review procedures with class prior to drill. At the signal, shout "DUCK AND HOLD". See that all students take cover under desks or tables, and then take cover yourself. Turn in evaluations to *Mr. Kaloostian's mail box*.

When the severe quaking appears to be over (perhaps longer than one minute), do the following:

- Pick up your roll book, emergency packet AND room number sign in.
- Turn off all gas, electricity and power equipment.
- Check for any injured students. Place **Help or Ok** on door depending on if you are unable to move injured person or have no injured people.
- Take your class out to your designated area on **Jackie Joyner Field**, using the safest route and suggested map routes. See map for evacuation route and field location.
- Leave doors **locked** in a drill; **unlocked** in the event of a real disaster.
- Emphasize that the class stay together en route to **Jackie Joyner Field**.
- Appoint a responsible student to lead your class while you bring up the rear, seeing that everyone has cleared the room. Follow closely with the class, continuing actively to keep them together, and insisting they all go out to the *insert area*.

Take an alternate route if yours is blocked or unsafe.

Custodial and all available safety personnel will open pre-designated gates.

Assemble on the *Jackie Joyner Field* in your designated location. Maintain some separation from other classes.

Call the roll – Completely fill out Emergency and Evacuation Report. **Send Injury and Missing Persons Report** to the **Attendance Accounting Team Recorder** at the command center.

Check the students again for injuries. Get the injured to the First Aid Station (trauma center) via able-bodied students. The First Aid Station is located *Near The Covered Eating Area*.

Have students relax. Keep them together, no wandering around. Periodically call roll.

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A Public Address System will be used for information and directions. Please have your class listen carefully for names and instructions. Custodial personnel set up announcing system when time permits. Use bullhorns as backup.

Nurse may or may not be on duty at the First Aid Station.

If a real disaster should occur while students are not in class, such as nutrition or lunch, students are to report to Jackie Joyner Field and assemble with their **HOMEROOM**. This includes start of school or at dismissal. If there is a threat of hazardous materials, or a gaseous cloud OUTSIDE and it appears that moving inside is the safest idea MOVE TO A ROOM WITH UP TO 30 STUDENTS AND SHELTER-IN-PLACE!

### BUDDY SYSTEM

Every teacher should briefly check (about a half-minute total time) with the teacher in the classroom to the left, to the right, and across the hall, to see if they are in need. Each teacher should be prepared to take a class of a colleague while that teacher assists in the duties assigned to them by the **Incident Command Center (ICC)**.

If immediate help can be given at any given moment, to help get a door open or aid some wounded, do so; but if assistance will take some time, first get your own students out to the *Jackie Joyner Field*, and then advise the Incident Command Center (on the black top / track ) of the teacher's situation. Assistance can then be sent.

**ALL PERSONNEL WITHOUT A SPECIFIC DUTY OR CLASS ARE TO IMMEDIATELY REPORT TO THE ICC FOR INSTRUCTIONS.**

### SPECIAL DUTIES AND RESPONSIBILITIES, ADDITIONAL INFORMATION

Incident Command Center (ICC) – Located on the blacktop / track

The ICC - Mr. Kaloostian is responsible for directing emergency operations and shall remain at the Command Post ICC to observe and direct all operations.

- He will determine and give directions via P.A., bullhorn, handheld radios and messengers.
- As needed, he will dispatch assistance using available personnel.
- He will initiate all radio contact between District 7 schools by telephone if operation. See Radio Test Procedures Ref. Guide No. 869 for list of schools.
- He will determine the need for, and request for outside assistance.
- He will periodically communicate with the Local District Superintendent.
- He will have cell phone available.

**LOCKING OF GATES, ENTRANCE AND EXITS / DIRECTING PARENTS AND EMERGENCY VEHICLES.** Campus Security Personnel are to lock all exterior doors IMMEDIATELY.

Security Personnel direct parents to report to the Request/Reunion Gate on *the 59<sup>th</sup> street side (Reunion Near Track... Request Near Cafeteria)* where they may contact their child (ren). Signs have been requested and will be placed around the exterior of the school. After all procedures are completed, report to the ICC.

Campus Police Officers assigned to K/D will maintain communications with Sheriffs, LAUSD Police, Fire Department and the ICC.

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## ASSEMBLY AREA TEAM MEMBERS AND RECORDER

The Assembly Area Team Recorder is located Command Center *N. Bondurant & L. Hamilton*

- Record all reports on the FC41
- Communicate with Attendance Accounting Team
- Report injuries and missing person to Incident Commander

The Assembly Area Team will:

- Account for all classes and attendance.
- Gather Injury and Missing Person Report form teachers and sent to the ICC
- Communicate with the Reunion Gate
- Assist in locating students
- Assist at the Reunion Gate

## SEARCH AND RESCUE TEAMS AND FIRE TEAMS

Report immediately to the Command Center after you have accounted for your students. You will be given keys. Equipment is located in the storage container the back of the Hand Ball Courts in the Emergency Bin... When appropriate, the Search Teams will check every room in the assigned buildings looking for any person(s) who are hurt or need rescue assistance. Begin on the first floor and work up. Place an "X" with chalk on doors of empty rooms.

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

## SETTING UP AND OPERATING REQUEST/REUNION GATES 59<sup>th</sup> street gates

### REQUEST GATE 59<sup>th</sup> street gate behind cafeteria

- The Office Assistants will bring their student locator and emergency supplies to the Request Gate. Remember form ID38 must be updated on a regular basis.
- Greet and direct parents, guardians or designees to counselors. Provide reassurance to parents while maintaining order until re-united with child (ren).
- Issue a tag or other identification only to an authorized person.
- Direct parents, guardians or designees to Reunion Gate.

Reference Materials located at the Request Gate:

- Field location grid for each class
- Map of the school
- Emergency information (ID38) – list of all students by alphabetical order with emergency information
- Visitor Passes (yellow)

### REUNION GATE 59<sup>th</sup> street Gate SMALL FENCE DOOR

- Parents will receive child (ren) at the Reunion Gate only.
- Personnel will verify authenticity of the tags and that students recognize the adult(s) that are taking them.
- Have parent sign the PRC, note the time, keep the form and released the student to the parent.
- Complete Student Release Log.

## HEALTH SERVICES

Health Services will be located in front of the covered eating area. The school nurse and/or First Aid Medical Team Leader will take medical supplies to the First Aid Station located in front of the covered eating area immediately, and assist the injured. Ambulance, paramedics, and other emergency vehicles will enter through service entrance 59<sup>th</sup> street gate just west of the request gate behind the cafeteria Campus Security personnel will monitor the gates.

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### **PUBLIC ADDRESS SYSTEM**

The Sound System Set-up Team will set up the portable mike at the *command center*.

### **SANITATION (Restrooms)**

Students will use gym and field restrooms, if they are safe and water is still available. If not, sanitation kits are available in the emergency shed for use. The kits will be positioned in the appropriate locations.

### **SECURITY / UTILITIES TEAM**

The plant manager will be in charge of the school plant. He/She 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 ICC. Complete Form F – Damage Assessment Report (send copy to OEHS and 1 copy to documentation).
- Work with the cafeteria and ICC to distribute resources such as water, food, power, radio telephones and sanitary supplies.
- Establish restroom facilities, if needed. If restrooms are inoperable, sanitation kits are available in the emergency bins.

### **FOOD AND WATER**

If kitchen is operable and safe to use, cafeteria will provide food for those persons detained past meal-time. Water will be available at the storage bin at *insert location*.

### **COMMUNICATIONS**

Campus police officers have 2-way radios to communicate with each other and the ICC. The ICC will tune a transistor radio to emergency “CONELRAD” frequency. Campus Police, ICC and the principal will have direct communications with radio operations at the district offices.

### **INCLEMENT WEATHER**

If weather is bad, arrangements will be made for a move into the gymnasium, if the buildings are safe. Coordinate with the ICC and Plant/Utility Team for revised plan.

### **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.**

**IF YOUR NAME DOES NOT APPEAR ON OUR EMERGENCY ORGANIZATION PLAN OR IF YOU DO NOT HAVE A CLASS, PLEASE REPORT TO THE ICC. DO NOT LEAVE THE CAMPUS!**

### **ALTERNATE**

In the event that we are unable to evacuate to the *Jackie Joyner Field*, we will go to *Blacktop (track area - basketball)*. This decision will be made by the ICC.

In the case of an off campus evacuation we will go to Harvard Park:  
Take 60<sup>th</sup> street to Normandie Avenue (left) to 61<sup>st</sup> Street (right) to Harvard Park.