

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety

REF-1314.1
January 13, 2009

ATTACHMENT C

CONDUCTING EMERGENCY DRILLS

EVENT	FIRE DRILL	EARTHQUAKE DROP/COVER/HOLD	DROP/TAKE COVER <i>(Used for explosions, airplane crash, shooting incident, etc.)</i>	LOCK DOWN OR SHELTER-IN-PLACE <i>(Used to secure school during police action or a campus intrusion emergency, hazardous material leak.)</i>
SIGNAL	Bell for 10 seconds; pause for 5 seconds; Bell for 10 seconds – repeat sequence.	Command of “ DROP ” given by teacher or staff member.	Alternating long and short bells; command of “ DROP ” given by teacher or staff member.	One long continuous bell, intercom, word of mouth, or other system of warning developed by school.
ACTION	Evacuate to outside assembly area.	Drop to knees; take cover under desk; hold on to leg of furniture.	Take immediate cover. Drop, facing away from windows or hazards. Bury face in arms to protect head. Close eyes tightly. Remain in position until directed to evacuate or until emergency is over.	Lock doors, close blinds, move away from windows. Outside, proceed to closest room. Remain until emergency is over. For Shelter-in-Place, close doors and windows, turn-off HVAC systems and seal vents.
ALL CLEAR	One long (10 seconds) bell or oral notification by staff that drill is over.	Given by teacher or staff member.	One long (10 seconds) bell or oral notification by staff that drill is over.	One long (10 seconds) bell or oral notification by staff that drill is over.