

Los Angeles Unified School District
Hollywood High School
Inter-Office Correspondence

TO: Teachers and Staff

FROM: Marco Tolj/Assistant Principal

RE: Emergency Folder

This is an updated version of our emergency procedures. Please toss away the old one in your Emergency Folder and make sure to replace it with this latest version. Your red Emergency Folder should contain the following:

1. Attached copy of emergency procedures for different types of emergencies
2. Emergency Team members and duty station.
3. Map of the Emergency Assembly Area and location of classroom and offices in it.
4. Written and Visual directions for your emergency route.
5. Emergency Drill Roll Sheet (Needs to completed upon arrival to field and submitted to Command Center)
6. Conducting Emergency Drill (Cheat Sheet)

It is imperative that this folder remains in your classroom/office at all times in a very visible and accessible place, except when taking it with you during a drill or real emergency. Please become familiar with its contents and review relevant information with your classes, such as the emergency evacuation routes for your classroom or office, and the location that has been assigned to you in the Emergency Assembly Area.

When evacuating the building due to a practice drill or real emergency, you will line up on your assigned location in the Emergency Evacuation Area with your current class. If the emergency occurs during passing period, Nutrition or Lunch, tell the students to look for the teacher of their next class.