

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

TO: Teachers and Staff

FROM: M. Tolj, Assistant Principal

RE: Emergency Procedures

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In the event of an emergency, depending on the circumstances, all staff and students will be directed to evacuate to the Emergency Assembly Area on the PE field. Bring the red Emergency Folder with you. Please follow these procedures:

1. At the signal of an emergency such as fire, earthquakes, explosions of different types, or campus protection (lockdown), please respond appropriately to the type of emergency we are experiencing at the time.
  - a. FIRE/FIRE DRILL:
    - i. Bell rings for 10 seconds, pause 5 seconds, repeat cycle
    - ii. Grab your Emergency Folder and Classroom/Office Sign
    - iii. Turn off any gas, water, or equipment (not in a drill)
    - iv. Check for injured students and "buddy" assigned to you
    - v. Tag your classroom/office door with a red or green tag
    - vi. Evacuate your classroom/office in a quiet, safe and expeditious manner following the pre-designated evacuation routes (see map)
    - vii. Locate assigned location on the Emergency Assembly Area (see map and room numbers on the columns of the fence), and line up your students in 4 rows
    - viii. Take roll and fill out an Injury and Missing Persons Report
    - ix. If you are a member of an emergency team, wait until your team is called upon to be deployed. Leave your class in charge of an adult next or closest to you, and report to the pre-assigned location of your Emergency Team. Only members of the Assembly Area Team are always deployed for duty
    - x. After the ALL CLEAR bell sounds, an administrator will dismiss classes in an orderly fashion

b. EARTHQUAKE:

During the shaking

- i. Bell rings 7 times, short pause, repeat cycle
- ii. Teacher/staff member issues the "DROP/TAKE COVER" command
- iii. Everyone drops to their knees facing away from windows, take cover underneath desk and hold tight

After the shaking stops

- iv. Grab your Emergency Folder and Classroom/Office Sign
- v. Turn off any gas, water, or equipment (not in a drill)
- vi. Tag your classroom/office door with a red or green tag
- vii. Leave your classroom unlocked (only in a real earthquake)
- viii. Evacuate your classroom/office in a quiet, safe and expeditious manner following the pre-designated evacuation routes (see map)
- ix. Locate assigned location on the Emergency Assembly Area (see map), and line up your students in four rows
- x. Take roll and fill out Injury and Missing Persons Report
- xi. If you are a member of an emergency team, wait until your team is called upon to be deployed. Leave your class in charge of an adult next or closest to you, and report to the pre-assigned location of your Emergency Team. Only members of the Assembly Area Team are always deployed for duty
- xii. After the ALL CLEAR bell sounds, an administrator will dismiss classes in an orderly fashion

c. CAMPUS PROTECTION/LOCKDOWN: This takes place during police action nearby, campus intrusion, community incidents or any other incident requiring school/room security.

- i. One long bell (10 seconds), 1 short bell (1 second), repeat cycle
- ii. Students and personnel out of the classroom or office must go inside the nearest building. Security personnel will help in this task
- iii. Lock all doors, close blinds, cover door and windows
- iv. Do not open your classroom to anyone
- v. Move students away from windows
- vi. Remain in the classroom until the ALL CLEAR bell sounds, or an announcement is made that the emergency is over

- d. DROP/TAKE COVER DRILL: This procedure is used when any of the following events take place at or near the school: earthquake, bomb blast, gas truck explosion, airplane crash, shooting incident, etc...

Inside the classroom

- i. One long bell (10 seconds), 1 short bell (1 second), repeat cycle
- ii. Teacher/staff member issues "Drop/Take cover" command
- iii. Everyone drops to their knees facing away from windows, place head in lap and clasp hands behind the neck
- iv. Wait for further instructions

Outside the classroom

- v. Seek any type of protection (curb, bench, ditch)
- vi. Drop to ground with back to hazard and clasp hands behind the neck
- vii. Remain in this position briefly, and seek, if necessary, more protective cover

- e. SHELTER-IN-PLACE DRILL: This action is taken to keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. It includes the shutdown of the building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air.

- i. One long bell (10 seconds), 1 short bell (1 second), repeat cycle
- ii. Students and personnel out of the classroom or office must go inside the nearest building. Security personnel will help in this task
- iii. Lock all doors, close blinds, cover door window
- iv. Seal gaps under door and windows with wet towels or duct tape
- v. Seal vents with aluminum foil or plastic wrap
- vi. Turn off sources of ignition, such as pilot lights
- vii. Do not open your classroom to anyone
- viii. Move students away from windows
- ix. Remain in the classroom until the ALL CLEAR bell sounds, or an announcement is made that the emergency is over