# Incident Command System (ICS) Structure Incident Commander

Operations Planning Logistics Finance

#### **EARTHQUAKE** (Drop, cover, hold on)

#### **Drill Frequency: Monthly practice**

Signal: Command from staff member or shaking felt

Procedures: Inside Classroom: Drop to knees, facing away from windows • get under furniture/equipment • grasp furniture (table leg, etc.) with hands and hold tightly/cover head • wait quietly for further instructions. On school grounds, outside buildings: Stay clear of buildings, power lines, light poles, etc. • drop to the ground • cover head • hold on to stable object if available • remain clear of obstacles and wait quietly for further instructions. On the way to or from school: Move away from all buildings, other structures, and trees • assume "Drop/Cover/Hold-on" position if possible • cover head if possible • hold on to stable object if available until situation stabilizes.

All Clear: Announcement by staff member that incident is over

#### FIRE (School building or adjacent area burning)

**Drill Frequency:** First week of Elementary/Middle School until proficient, then once per month • each semester and summer session at High School

**Signal:** Fire alarm

**Procedures:** Evacuate to designated areas quickly, quietly, and safely • Teachers will take attendance rosters, take roll and report missing students • wait in designated areas for instructions.

All Clear: Announcement by staff member that incident is over

## SHELTER IN PLACE (Airborne contaminant, inclement weather, or other outside hazard)

**Drill Frequency:** Review once a semester and summer school

**Signal:** PA announcement, phone call, messenger, or e-mail

**Procedures: Inside Classroom:** Bring students inside • close and lock all doors, windows and blinds • turn off HVAC system • cover vents to the outside and cracks by doors and windows • take roll and report missing students • remain in room until the all-clear signal. **On school grounds, outside buildings:** Proceed to the closest room and remain inside until the all-clear signal.

**All Clear:** Announcement by staff member that incident is over

## TAKE COVER (Gunfire nearby)

**Drill Frequency:** Review once per semester and summer school

**Signal:** Command from staff member or gunfire nearby

**Procedures: Inside Classroom:** Drop to knees with back to window, place head in lap and clasp hands behind the neck • wait quietly for instructions. On school grounds, outside

wait quietly for instructions. **On school grounds, outside buildings:** Seek any type of protection • drop to the ground with back to hazard and clasp hands behind the neck • remain in this position briefly and then seek protective cover • wait for further instructions. **On the way to or from school:** Seek any type of protection (curb, bench, ditch, etc.) • drop to the ground with back to hazard and clasp hands behind the neck • remain in this position briefly and then seek protective cover if necessary • go to the nearest available place of shelter and remain there quietly until instructed to leave by a recognized authority.

All Clear: Announcement by authorities that incident is over

### **LOCKDOWN** (Threat of violence or gunfire on/near campus)

**Drill Frequency:** Review once a semester and summer school

**Signal:** PA announcement, phone call, messenger, or e-mail

**Procedures: Inside Classroom:** Bring students inside • close and lock all doors and windows • close blinds • turn off lights • move students away from windows • take roll and report missing students • remain in room until the all-clear signal.

**On school grounds, outside buildings:** Proceed to the closest room and remain inside until the all-clear signal.

**All Clear:** Announcement by staff member that incident is over

# RAPID RELOCATION (Active shooter incidents meeting ONLY the specific criteria below)

**Drill Frequency:** Oral review once a semester and summer school

**Signal:** PA announcement or command from staff member **An Active Shooter on campus requires the following two conditions:** 

- One or more individuals with a firearm on school grounds who has already shot or attempted to shoot someone/
  AND
- 2 At least one of the following factors applies:
- Continues to shoot others
- Actively seeks or attacks others
- Has access to additional victims

If the above conditions apply, a Rapid Relocation may be necessary instead of remaining in a lockdown.

**Procedures:** Call 911 **Know Before You Go:** 

# STAY IN LOCKDOWN if you hear gunfire and cannot determine if the incident meets active shooter criteria.

Be absolutely certain that a Rapid Relocation is the safest course of action to immediately preserve the lives of students and will not place students in the path of the gunman. Consider age, mobility, cognition, school layout, and other school factors.

- Relocate quickly by any safe exit away from gunman and choose a safe path of travel.
- Find a safe destination if the designated off-site relocation point is not feasible.
- C Supervise and calm students along the route and at destination.
- Account for students upon reaching destination and report to administrator or LASPD.

All Clear: Announcement by authorities that incident is over

If experiencing a life-threatening emergency on campus, call the Los Angeles School Police Watch Commander at (213) 625-6631 or 911.

## **INDIVIDUAL EMERGENCY RESPONSE TIPS**

Your initial response is critical - Stay calm and take a deep breath

Look for immediate danger(s)

Know your specific job responsibilities

Incidents usually don't follow a set of rules

Be ready to assume new duties at any time - be flexible

#### Ask for assistance if needed

#### **FIRST AID TIPS**

**Unconscious victims:** Always call 911 • begin CPR if needed **Severe muscle, bone, or joint injuries:** Immobilize injured parts **Major open wounds:** Cover with dressing (preferably sterile) • elevate affected area if no broken bones • bandage • apply pressure if needed.

**Shock:** Always call 911 • lay victim flat • elevate legs if no injuries to head, neck or back • maintain normal body temperature • cover with blanket or jacket.

#### **EMERGENCY SUPPLIES AT ALL LAUSD SCHOOLS**

- ✓ Three-day supply of water and food for students and staff
- ✓ Storage containers for emergency supplies
- ✓ Search and rescue equipment
- ▼ Emergency first aid kits
- ▼ Emergency procedure guidelines

#### **INDIVIDUAL PREPAREDNESS TIPS**

Prepare your family at home – Store 7 days of food, water, medications, and other essentials and create a family disaster plan.

Stash personal emergency supplies – Keep your own essential supplies in your car and in your classroom/office.

**Train for emergency situations – STEPS, CERT, FEMA and others** offer useful programs.

Download the LAUSD Emergency Plan app **Know your Integrated Safe School Plan (ISSP)** 

#### **RESOURCES**

LAUSD Safety Training for Emergency Preparedness

at Schools (STEPS): <a href="mailto:achieve.lausd.net/steps">achieve.lausd.net/steps</a>

You're On Your Own for 7 Days: achieve.lausd.net/yoyo7

Parent Emergency Information for LAUSD: achieve.lausd.net/pei

American Red Cross of Los Angeles: redcrossla.org California Office of Emergency Services: caloes.ca.gov

Community Emergency Response Team (CERT):

achieve.lausd.net/cert

Earthquake Country Alliance: <u>earthquakecountry.org</u>

Emergency Preparedness for People with Disabilities:

ready.gov/disability

Federal Emergency Management Agency (FEMA): fema.gov

Great California ShakeOut: shakeout.org

LA City Emergency Management Department: emergency.lacity.org

LA County Emergency Survival Program: espfocus.org

LA County Public Health: publichealth.lacounty.gov

National Weather Service: weather.gov

Personal and Family Emergency Information: ready.gov

Readiness and Emergency Management for Schools: rems.ed.gov

United States Geological Survey: usqs.gov

### **INTERVENTION ACTIVITIES AFTER A CRISIS**

- Avoid media stories about the event
- **✓** Engage in play activities
- ✓ Paint or draw pictures reflecting feelings
- **✓** Write in a journal
- Read and discuss stories
- ✓ Create a mural or banner reflecting positive recovery events
- Make a memory book or chart reflecting positive thoughts and actions
- ✓ Take part in individual and group counseling
- ▼ Take care of yourself get proper rest, nutrition, exercise, and medical care
- Follow Psychological First Aid recommendations

#### PLANNING FOR STUDENTS WITH FUNCTIONAL NEEDS

Create an individual evacuation and care plan for all students with disabilities that may need extra assistance in an emergency. Consider the following needs:

- Notification of an emergency and communication
- **✓** Evacuation
- ✓ Personal care assistance and supervision
- **✓** Shelter
- Medication and medical protocols

#### **LEGAL REFERENCES**

#### California Govt. Code Section 3100 (Disaster Service Workers'

**Act)** – All public personnel, including school district and charter school employees, can be declared Disaster Service Workers. As Disaster Service Workers, they can be held at the work site and assigned disaster relief activities to perform until released during a disaster declared by the President or the Governor or proclaimed by the Mayor.

#### **California Education Code Sections 35295-35297**

(Katz Act) – Requires a comprehensive school safety plan updated annually, emergency drills, hazard mitigation and training.

California Govt. Code Section 8607 (Petris Act) – Aligns school emergency procedures with the Standardized Emergency Management System (SEMS) and employee training through drills and exercises on the Incident Command System (ICS).

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