



EMERGENCY Classroom Quick Guide

Incident Command System (ICS) Structure



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 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:

1 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.

A Relocate quickly by any safe exit away from gunman and choose a safe path of travel.

B 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.

D 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.



