



Office of Environmental Health and Safety
Los Angeles Unified School District



Safe School Plan

Volume 2 - Emergency Procedures

Quick Reference Guide

Sepulveda Middle School
15330 Plummer Street
North Hills, CA 91343
818-920-2130

CONTACT INFORMATION

School: Sepulveda Middle School		Loc Code: 8363	
Address: 15330 Plummer Street			
Loc Dist Facilities Director	818-654-3600	Fire / Medical Emergencies	911
Loc Dist Superintendent	818-654-3600	AQMD	(909) 396-2000
School Operations	818-654-3600	California Highway Patrol	(323) 906-2424
Public Information Officer	213-241-6766	County Health Services	(213) 974-1234
School Nurse	818-892-3151	Gas Company	800-427-2200
Bus Dispatch	800-522-8737	Electric Company	800-821-5278
Office Communications	(213) 241-6766	Local Fire Station	911
Office Emergency Serv.	(213) 241-3889	Local Hospital	818-365-8051
OEHS	(213) 241-3199	Local Police/Sheriff Department	911
School Mental Health	(818) 997-2640	Medical Clinic (Nearest)	818-365-9531
School Police	(213) 625-6631	Sewer Authority	365-685-5217
Student Medical Services	(213) 763-8342	Water Company	800-821-5278

EMERGENCY TEAMS

Incident Command		Operations	
Incident Commander	R. Wright	First Aid/Medical	E. Borja
Public Information Officer	O. Del Cueto		
Safety Coordinator	R. Wright	Search and Rescue Team 1	L. Henry
Agency Liaison	H. Fayaut	Search and Rescue Team 2	J. Merayo
		Search and Rescue Team 3	T. McElhaney
Logistics		Search and Rescue Team 4	L. Joseph
Supply/Equipment	R. Childers		
		Security/Utilities	D. Baral
Plan/Intelligence		Assembly Area Team	R. Childers
Communication	Ellen Morgan	Fire Suppression/HazMat	T. Reid
		Psychological First Aid	P. Purkhiser
Finance/Admin		Request Gate	C. Nacorda
Documentation		Reunion Gate	E. Anderson

IMMEDIATE RESPONSE ACTIONS

Duck, Cover and Hold –To protect students and staff from flying or falling debris.

- 1 - Principal will announce via PA system or by messenger YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE'S PROTECTION, ALL STUDENTS SHOULD FOLLOW STAFF DUCK, COVER AND HOLD PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKE STOPS OR GIVEN FURTHER INSTRUCTIONS.
- 2 - If inside, teachers will instruct students to duck under desks and cover heads with arms and hands.
- 3 - If outside, teachers will instruct students to drop to ground, place heads between their knees, and cover heads with arms and hands.
- 4 - Teachers and students should move away from windows.

Shelter in Place– To place and/or keep students indoors for a greater level of protection.

- 1 - Principal will announce via PA system or by messenger YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU. "
- 2 - If inside, teachers will keep students in the classroom until further instructions.
- 3 - If outside, students will proceed to their classrooms if safe to do so. If not, teachers will direct students into nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium).
- 4 - Teachers, with the assistance of the Security/Utilities Team, will shut down building(s) HVAC; turn off local fans in area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

Lock Down –When threat of violence or gunfire is identified and to prevent perpetrator(s) to enter area.

- 1 - Principal will announce via PA system or by messenger. YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. TEACHERS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, STUDENTS AND STAFF ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM.
- 2 - If inside, teachers will direct students to lie on floor, lock doors, & close window blinds if safe to do so.
- 3 - If outside, students will proceed to their classrooms if safe to do so. If not, teachers will direct students into nearby classrooms or buildings (e.g., auditorium, library, cafeteria, gymnasium).
- 4 - Teachers & students to remain in secured area until further instructions by Principal or law enforcement
- 5 - Front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, have to be allowed on campus.

Evacuate Building –When determination made that it is unsafe to remain in building.

- 1 - Principal will announce via PA system or by messenger YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF ALL BUILDINGS. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.
- 2 - Principal will initiate fire alarm.
- 3 - Teachers will direct evacuation of building via designated routes & assemble in *Assembly Area*.
- 4 - Teachers will take student roster and take attendance when class is in safe location.
- 5 - Teachers and students will await further instructions.

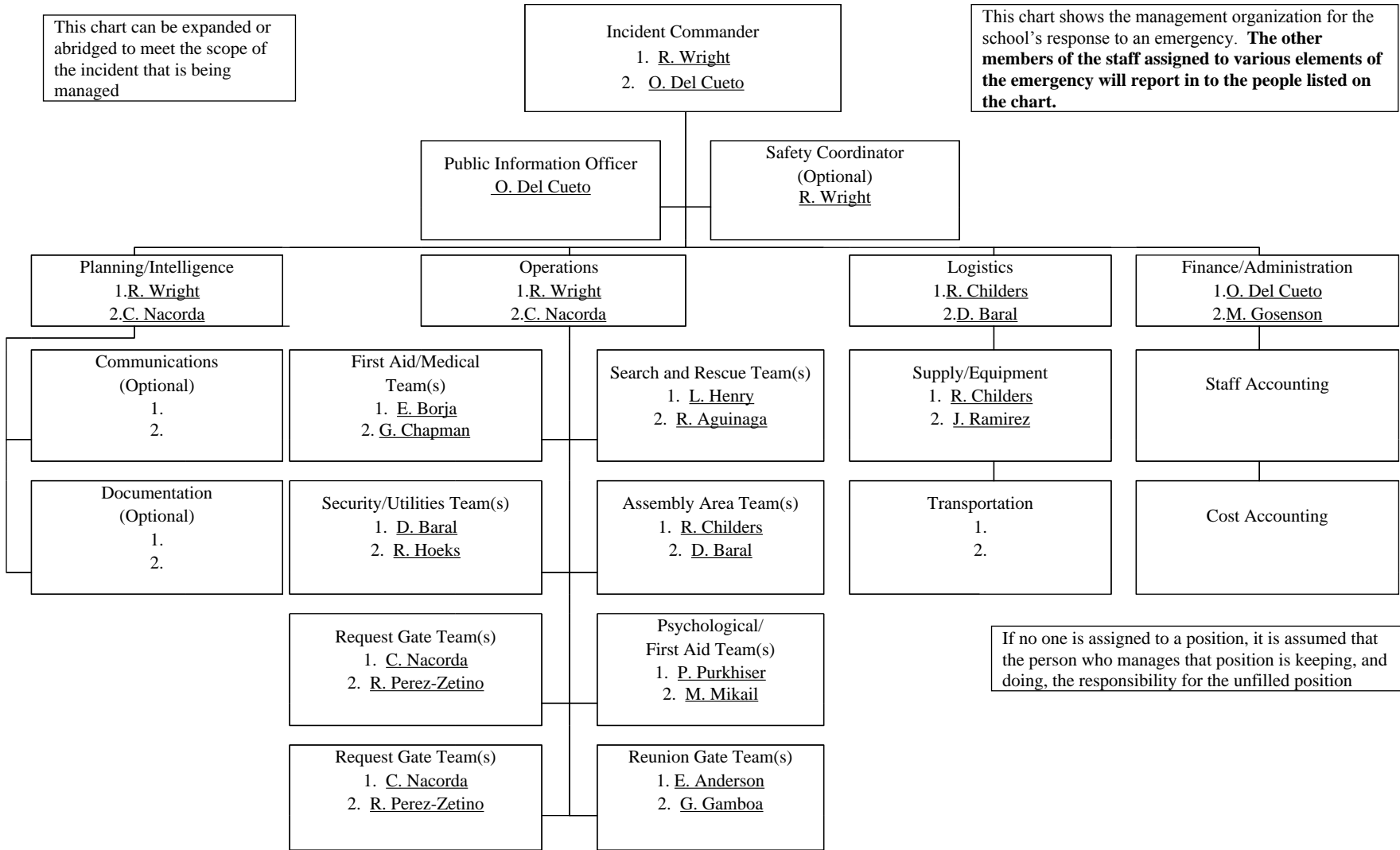
Off-Site Evacuation –When remaining on campus is determined to be unsafe, and off-site evacuation is necessary.

- 1 - Principal will announce via PA system or by messenger YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN OFF-SITE EVACUATION. TEACHERS ARE TO TAKE THEIR STUDENTS TO THE OFF-SITE ASSEMBLY AREA AND REPORT TO THEIR DESIGNATED AREA. STUDENTS ARE TO REMAIN WITH THEIR TEACHER. TEACHERS NEED TO TAKE THEIR ROLLBOOK AND LOCK THE CLASSROOM WHEN ALL STUDENTS HAVE EXITED THE CLASSROOM.
- 2 - Principal will determine safest method of evacuating the campus, i.e., use of school buses or walking to designated off-site assembly area.
- 3 - Teachers will take student roster and take attendance when class is at assembly area.

All Clear –To notify teachers that normal school operations can resume.

- If appropriate, teachers should begin discussions to address students' fears and anxieties.

SCHOOL SITE EMERGENCY MANAGEMENT ORGANIZATION CHART



The Standard Emergency Management System

*Note: This Organization Chart is based on SEMS, and adapted for LAUSD use. The Principal and School Safety Planning Committee should use discretion in making further modifications to address specific needs of the school. **The first name in the box represents the primary responsible person whereas the second name denotes the backup***

Vicinity Map

Image File Not Found

