

INTER-OFFICE CORRESPONDENCE

***Los Angeles Unified School District
Bell High School***

To: Faculty and Staff Date: August 14, 2017
From: Mike Santiago, Assistant Principal/Ms. Susana. Castillo, Dean
Subject: **Earthquake Drill Procedures**
Approved: Rafael L. Balderas

In order to be prepared in the event of a natural disaster, we will practice the procedures to follow during an earthquake. The drill will take place on TBA.

Earthquake Procedures:

- After PA announcement, teacher/staff will conduct a **DROP, COVER, and HOLD** drill.
- Teachers/Staff will then escort class to the football field. Once at the field, dismiss students to their homerooms. All students are to report to their designated Homeroom area. Students that are off track and crossing tracking report to the center of the field.
- All **Intersession classes** report to the **center of the field**.
- Study the attached map. Remind your students that all Homerooms are alpha and numerical order. The football scoreboard is the starting point of the alpha (A's, B's, M's, etc), followed by ascending numbers.
- Teachers are to bring their **Safety Folder** with them during drill. The folder indicates the classroom number in bold on back. All forms, (Classroom rosters, School Map, Emergency Status Report) are also to be in this folder.
- All Homerooms are to line up on the dirt track in two parallel lines facing the center of the field. Lines are to be straight, orderly, and quiet. **Do not** allow students to sit on bleachers or wonder off.
- Homeroom Teachers and Intersession teachers please take roll, fill out the **Emergency Status Report**, and sent it to the **Command Center**, located outside the **Boys' PE Office**. **The Emergency Status Report needs to be turned in during the actual drill/emergency.**
- Teachers with no Homeroom are to report to the Command Center (outside the Boys' PE Office) Once at the Command Center, report to Ms. Andrade and remain there until the end of the drill. Ms. Andrade will send you to cover a Homeroom if needed or to relieve a teacher that is part of a rescue team.
- All emergency assignments are attached. Please report to your assigned location. If you do not have an assignment report to the Command Center and check in with Ms. Andrade.

It is extremely important that all Homerooms and staff are at their designated area. In order to achieve our goal of reuniting our student and parents efficiently and in a timely manner, we will need for all of us to work together as a team.

If an earthquake was to occur before/after school, nutrition/lunch, or during passing periods, all students and staff are to report to the PE Field and line up in their designated Homeroom areas.

INTER-OFFICE CORRESPONDENCE

Los Angeles Unified School District Bell High School

To: Faculty and Staff

Date: August 14, 2017

From: Mr. Santiago, Assistant Principal

Subject: **Secondary Evacuation Route**

In an effort to inform all stakeholders this document reviews current evacuation locations.

Bell High School evacuations have been practiced multiple times over the years with the main assembly area being the football field. However, it was discussed in the Safe School Collaborative what we would do in the case of an evacuation on the main field was not available.

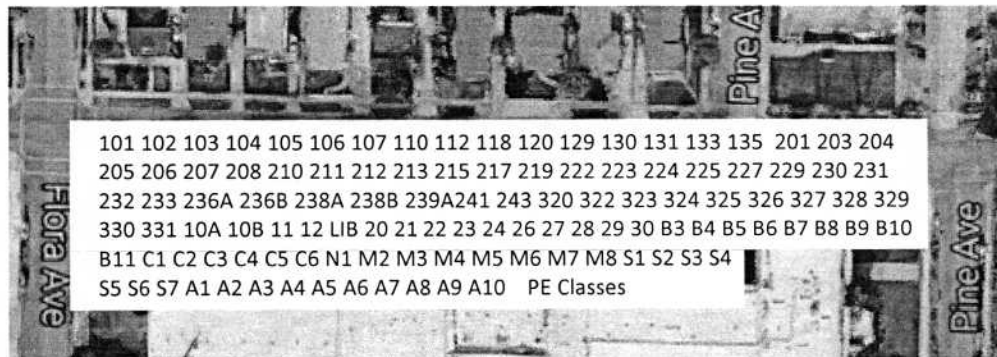
As you can see by the picture (right), the "Off-site evacuation" locations are Escalante Elementary and also Bell Community Center. In the event that we would need to evacuation to these locations, the Incident Commander (Principal or Designee) would make the decision to move the students to one of those two locations.



Primary Off-Site Assembly Area:
Primary Address: Escalante Elementary

Backup Off-Site Assembly Area:
Backup Address: Bell Community Center

A fourth option was also discussed in which we would utilize the front of the school (below) and Bell Ave as necessary. The intersection of Flora and Bell would serve as the "Request Gate/Reunion Gate" for parents to retrieve their children.



Approved: Rafael Balderas

EMERGENCY PROCEDURES

EARTHQUAKE

“DROP, COVER & HOLD”

Signal: Teacher commands to “DROP”

Upon command: drop to knees, facing away from windows

- 1) Get body under/below equipment (desk chair, etc.)
- 2) Clasp hands together place behind neck
- 3) Grasp equipment (furniture legs, etc. till shaking stops)
- 4) Teachers will then escort the class to the track and to their designated **Advisory (HR) classroom number area**

All Clear Signal:

Principal announces all clear on PA

FIRE DRILL

Signal: Intermittent tones for 10 seconds followed by a five second pause then repeating intermittent tones for 10 seconds.

Upon command:

- 1) Teacher will dismiss classroom by desk rows
- 2) Teacher will escort class to the track and direct students to report to their advisory (HR) classroom number area.

All Clear Signal:

One long bell for approximately 20 seconds.....

LOCK DOWN or SHELTER-IN-PLACE

Signal: PA announcement by principal that school is in a ***code purple*** mode

Upon command:

- 1) Teacher will lock doors, close blinds, and instruct students to move away from windows and doors.
- 2) Teacher will instruct students to remain quiet until emergency is over

All Clear Signal:

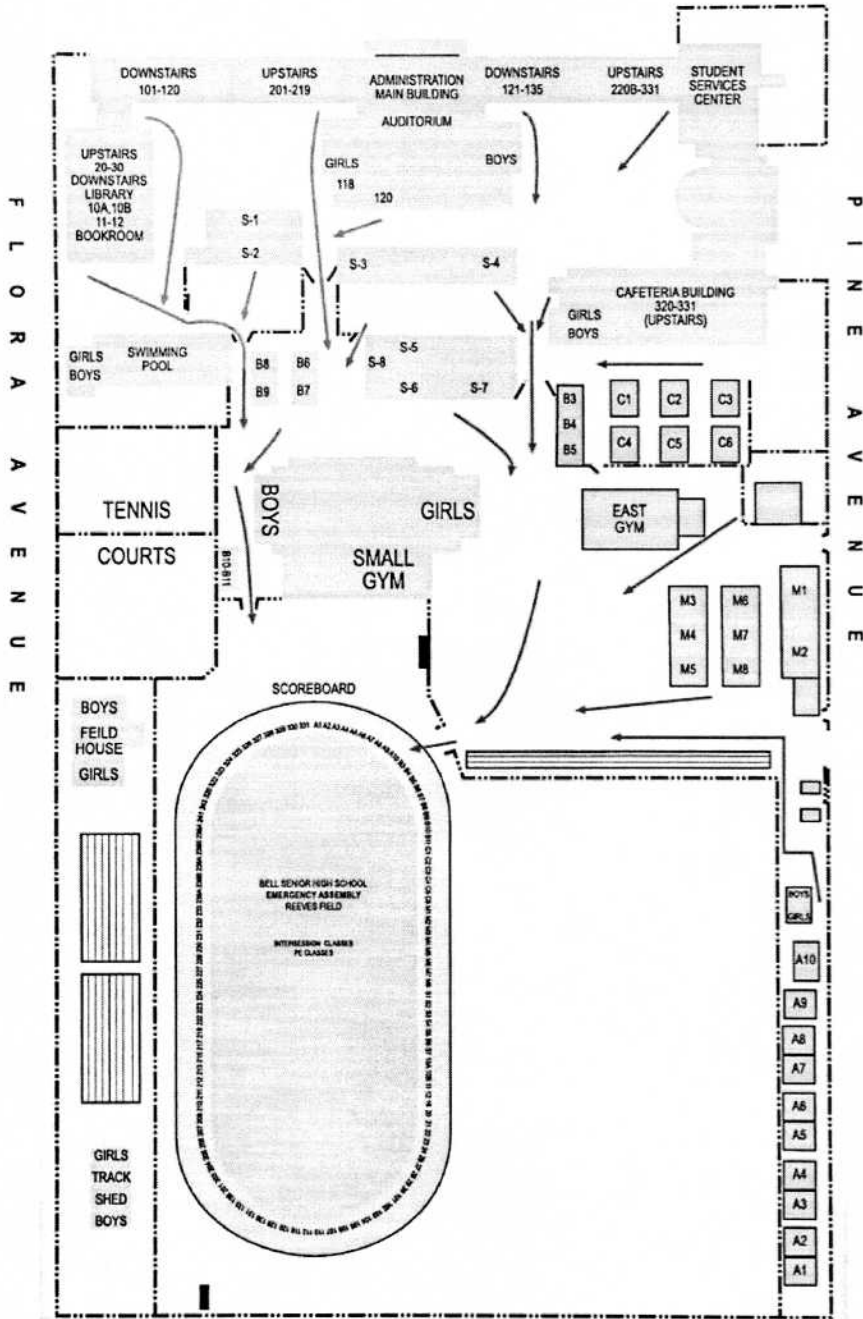
Principal announces all clear on PA

EMERGENCY PROCEDURES

FOR FIRE / EARTHQUAKE / DROP-TAKE COVER DRILL

BELL AVENUE

Primary Evacuation Route



FIRE: EXIT CLASSROOM, PROCEED ONTO FOOTBALL FIELD
EARTHQUAKE: EXIT CLASSROOM, PROCEED ONTO FOOTBALL FIELD
DROP / TAKE COVER: INSIDE CLASSROOM-FACE THE WALL BACK TO WINDOW

Bell High School

EMERGENCY STATUS REPORT

Return to Main Office for Code Purple or
Command Center for Emergency Drills

Teacher's Name:

Homeroom #:

All students accounted from	Yes:	No:
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Absent:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Missing or Unaccounted:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Last known Location:

- _____
- _____
- _____
- _____

- _____
- 6. _____

Injured Students (s) left behind:

Type of Injury

Location:

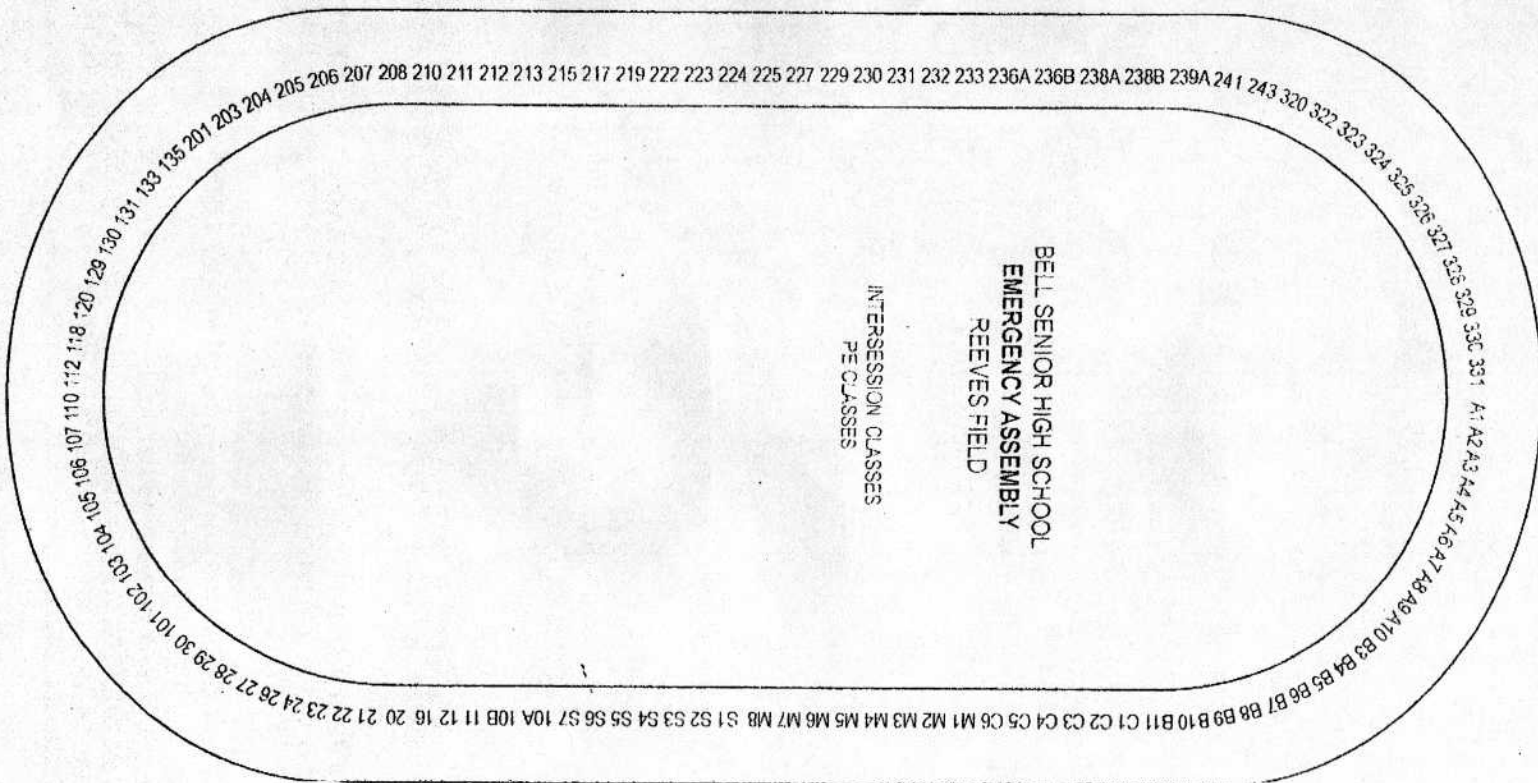
- 1. _____
- 2. _____

- _____
- _____

FLORA STREET



SCOREBOARD



FLORENCE AVENUE