

# Downey Unified School District

## INSTRUCTION

### EMERGENCY PROCEDURES AND DISASTER PREPAREDNESS

AR 3156

#### Administrative Responsibility

It shall be the responsibility of the administrator of each school site to develop a written emergency procedure plan. Copies of this plan are to be filed annually with the Deputy Superintendent.

In the event of either a District-wide or local school emergency, all contact to the schools shall be routed through the Office of the Deputy Superintendent.

#### Earthquake or Emergency Drop Procedure

There is no warning signal for an earthquake or surprise attack.

##### 1. Frequency of Earthquake or Emergency Drop Procedure

An emergency drop procedure shall be held at least once each quarter in each elementary and middle school and at least once each semester in each high school. All staff members and students shall take appropriate cover. A record of the date, hour, and length of time of each drill shall be kept in the Office of the Deputy Superintendent.

##### 2. Earthquake or Emergency Drop Procedure

- a. Command is "Drop" by the individual staff member.
- b. The emergency drop procedure involves no school-wide signal. A written statement shall go from the principal's office to each teacher indicating the time of day the emergency procedure is to be held. The procedure shall be conducted by the individual teacher. The command is "Drop."

##### 3. Procedure for Emergency Drop Procedure

- a. The first evidence of a surprise attack will be an extremely intense light, tremendous sound, or blast. The importance of time cannot be over-emphasized. The total time involved is estimated at 10 seconds or less, and the first two seconds are the most dangerous. The short time involved makes it impossible to plan the moving of groups or individuals. What is to be done must be done immediately.

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3. Procedure for Emergency Drop Procedure - continued

b. If inside the school building, the pupil shall

- (1) Get under equipment (desk, table, etc.) where available.
- (2) Drop to his/her knees with back to the windows and knees together.
- (3) Grasp equipment (table legs, etc.) with both hands and hold on tight. If the equipment starts moving, move with it. If no equipment is available, then clasp both hands firmly behind the head, covering the neck.
- (4) Bury face in arms, covering ears, protecting the head. Close the eyes tightly.
- (5) Stay there at least 10 seconds, or until the procedure or emergency is over.
- (6) At the close of the 10 second period, pupils shall follow the next instructions. The instructions will depend upon circumstances and the extent of damage to the buildings.

c. If outside the school building, the pupil shall

- (1) Crouch or lie down behind any available protection (bench, ditch, or gutter).
- (2) If in the open, drop to the ground, curl up with back to the blast or light.
- (3) Stay there at least 10 seconds, or until the procedure or emergency is over.
- (4) At the close of the above interval get under cover as soon as possible. Follow the next instructions. These instructions will depend upon circumstances and the extent of damage to the buildings.

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4. Earthquake Drop Procedure
  - a. If inside the school building, in case of an earthquake the pupil shall
    - (1) Get under some equipment (desk, table, etc.) where available.
    - (2) Drop to his/her knees with back to the windows and knees together.
    - (3) Grasp legs of desk, table, etc., so as to remain under the equipment during the quaking.
    - (4) Protect head and eyes to the degree possible.
    - (5) Stay there until the quake is over or until instructed to leave. The instructions will depend upon circumstances and extent of damage to buildings.
  - b. If outside the school building during an earthquake, get clear of all buildings and remain there until further instructions are given.
  - c. When, in the opinion of the school administrator, the earthquake is over and the building has suffered damage, an orderly fire emergency procedure shall be conducted to evacuate the building. Pupils shall move to a position well away from the building and remain there until given further instructions.
  - d. Following the vacating of a building, pupils shall not be permitted to re-enter if there is any doubt concerning the safety of the building. In this event it is recommended that the administrator call the office of the Director, Maintenance, Operations, and Transportation, and ask for a structural inspection before ordering a return to the building.
  - e. If the emergency makes buildings unsafe the school administrator should consult the Deputy Superintendent on whether to hold pupils on the school premises or activate the dispersal plan.
5. If pupils are in special education classes and are physically unable to follow the regular procedures, they shall follow those steps in the regular procedures with which they can comply.

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#### Fire Emergency Procedure

#### Fire Drill Procedures

The purpose of fire exit drills is to ensure the safe evacuation of the building by the orderly use of all available exit facilities in case of an actual fire. In each classroom, instruction cards describing the procedure for emergencies and the exit routes shall be posted in a conspicuous location.

Order and control are the primary aspects of the drill. While speed is desirable it should be secondary to the maintenance of proper order and discipline. Proper drills, therefore, should establish habits of orderly exit to prevent panic and ensuing loss of life. Since fire is always unexpected, the fire drill should be carefully planned to simulate actual fire conditions.

1. It shall be the duty of each principal to conduct a fire drill in each building where children are assembled during the first month after the opening of school; and at least one fire drill each calendar month thereafter in each elementary and middle school and one during the first calendar month of the second semester in each high school. A record shall be kept in the Office of the Deputy Superintendent of the date and hour of each fire drill.
2. The principal shall utilize the fire alarm or signal system, audible throughout the building and grounds, for evacuating the building and for reentering the building at the conclusion of a drill or actual fire.
3. Procedures by the principal shall define the fire alarm system for the school and shall include a chart showing the exits for all buildings. The principal and teachers shall instruct all personnel and pupils concerning these procedures.
4. Fire drills shall include all pupils and school employees. To the extent practicable, disabled pupils shall be seated near exit doors and assigned to rooms close to outside exits.
5. Fire drills shall make use of various ways of egress, particularly emergency exits which are not used during normal occupancy of the building. Actual fire shall be simulated by blocking different exits when conducting fire drills.

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Fire Drill Procedure - continued

6. Fire drills shall be executed at different hours of the day or evening, during the changing of classes, when the school is at assembly, during recess or physical education periods, and at other times.
7. Fire drill procedures shall designate persons to search all general service areas (library, auditorium, restrooms, etc.) immediately upon the sound of the alarm.
8. Monitors from the more mature students shall be appointed to assist in the proper execution of all drills. Among other duties, they shall
  - a. Help take care of any students incapable of holding their place in the line.
  - b. Do necessary things assigned by the teacher.
9. Upon the sound of the fire alarm and as directed by the teacher, each class shall
  - a. Stop work immediately. Pupils in shops shall turn off all motors, torches, gas and water outlets, etc., in accordance with a prearranged plan.
  - b. Form its ranks quietly and quickly, without obtaining clothing and personal items, and move in orderly lines without running toward exits.
  - c. Proceed to predetermined point on the grounds, sufficiently far away from the buildings and out of the way of other groups or fire department operations, for attendance check by the teacher.
  - d. Remain at this point until signal for dismissal or return to the building is given.
  - e. Pupils in restrooms or otherwise out of their rooms shall join the nearest lines in making exit; proceed to stopping place and then, with permission of those in charge, join their own group, report to the teacher and take their places in line.
  - f. In no case shall any group stop less than 50 feet from a building.

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#### Fire Drill Procedure - continued

- g. Pupils shall not stop in front of gates or other entrances that may be used by the fire department.

#### Administrator's Duties During a Fire Emergency Procedure

1. The administrator is responsible for the supervision of the fire emergency procedure and shall make definite assignments to make certain that all rooms, auditoriums, and lavatories are evacuated.
2. The administrator or designee shall take whatever steps are possible to protect the school's vital records.
3. When investigation determines there is a fire, the administrator shall notify the fire department and specify an exact meeting place at the school site.

#### Utility Worker's Duties During a Fire Emergency

1. The utility workers shall always report to the principal's office and assist in vacating the buildings.
2. Utility workers may be used to check rooms and lavatories to determine whether they have been vacated. They should then report to prearranged stations so that all emergency facilities, such as gas shut-offs, standpipes, sprinklers, extinguishers, etc., may be operated if necessary.

#### Office Staff Duties During a Fire Emergency

1. Office staff members are responsible for maintaining telephone communications.
2. Office staff will initiate the implementation of alternative communications equipment and alarm signals if regular equipment becomes inoperative.
3. Office staff will carry out directions of the school administrator in charge to meet emergencies.
4. Office staff members will assist in the protection of vital records.

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#### Teachers' Duties During a Fire Emergency

1. Teachers should know the location of the fire alarm for the building to which they are assigned.
2. The teacher shall pick up the class attendance record or register and proceed with the class, supervise the exit of the group, and make certain that the room has been vacated and that the doors are closed.
3. If an exit is blocked, the teacher shall know the alternate route and shall guide or instruct the class as to the course to take. The teacher's position shall be such that maximum control shall be maintained.
4. The teacher shall see that the class goes to its assigned position on the grounds in an orderly manner (no talking, running, or pushing), after which roll shall be called to make certain that all members of the class are present. The teacher must remain with his or her class.

#### Smog Procedures

##### 1. Responsibility

The Downey Unified School District, located in Air Pollution Control Zone 5, acknowledges the potentially adverse effects of smog conditions on the health of its students and employees and accepts the responsibility for

- a. Instructing students about the effects of smog upon plant and animal life.
- b. Modifying school programs and work assignments for the protection of its students and employees when smog episodes are declared.
- c. Cooperating with other governmental agencies and with the total community in matters of critical concern regarding smog.

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Smog Procedures - continued

2. Smog Episode Criteria

Smog episodes are declared in the District according to the following criteria:

EPISODE CRITERIA - INSTANTANEOUS MAXIMA

(In parts per million parts of air)

	Stage 1	Stage 2	Stage 3
Carbon Monoxide	50	100	150
Nitrogen Oxides*	3	5	10
Sulfur Dioxide	3	5	10
Ozone	0.5	1.0	1.5
* Sum of nitrogen dioxide and nitric oxide.			

EPISODE CRITERIA \*

(In parts per million parts of air)

	Averaging Time	Stage 1	Stage 2	Stage 3
Photochemical Oxidant (including ozone)	1 Hour	.20 ppm	.40 ppm	.60 ppm for one hour and predicted to persist for one additional hour.
Carbon Monoxide	1 Hour	40 ppm	75 ppm	100 ppm for one hour and predicted to persist for one additional hour.
	12 Hours	20 ppm	35 ppm	50 ppm
Sulphur Dioxide	1 Hour	0.5 ppm	1.0 ppm	2.0 ppm
	24 Hours	0.2 ppm	0.7 ppm	0.9 ppm
*As adopted by the State of California Air Resources Board on November 13, 1973.				

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### Smog Procedures - continued

#### 3. Procedures for Modification of School Programs and Work Assignments

Notification from the Los Angeles County Air Pollution Control District Office or the Los Angeles County Office of Education that a smog episode is predicted or has been declared shall be received by the Deputy Superintendent. The Deputy Superintendent's office shall notify

- a. The Principal of each school
- b. The Assistant Superintendent, Administrative Services
- c. The Director of Maintenance, Operations, and Transportation

Upon notification the administrators listed above shall take the actions prescribed in the following sections:

#### 4. Predicted Smog Episode

It is anticipated that notification by the Los Angeles County Office of Education will be received on the day before the predicted smog episodes (except when the prediction is for a Monday, or for the day after a holiday, in which case it is anticipated that notification will be received on the morning of the day for which the prediction is made). If the notification of a predicted smog episode for the following day is received before the end of the school day and/or staff working day, principals and supervisors shall advise all students and staff members present at their site of the predicted smog episode and request their cooperation for reduced vehicular use on the following day. School staff shall be prepared to modify student programs requiring prolonged or strenuous physical activities on the day of the predicted smog episode. Strenuous activity, for the purposes of health precautions, is that which results in mouth breathing by students instead of nose breathing.

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#### 5. Declared Stage I Smog Episode

##### a. Regular School Activities

During a Stage I Smog Episode strenuous physical activities for all students shall be discontinued. Activities of a less strenuous nature should be substituted. All elementary, and when practical, secondary students, shall be allowed to remain indoors. Children having respiratory difficulties aggravated by smog, children who have notes from parents or doctors, and children who are complaining about the effects of the smog must be allowed to remain indoors.

##### b. Athletic Events

- (1) The principal or designee shall keep informed from the District Office of the air contaminant level readings on days of a predicted smog episode.
- (2) The principal or designee shall postpone, cancel, or relocate a "home" athletic event if a Stage I Smog Episode has been declared for the game-site area one hour before the event is scheduled to begin.

##### c. Practice Sessions (Athletic Teams, Band, Drill Team, etc.)

- (1) The principal or designee shall keep informed of the air contaminant level readings on days of a predicted smog episode.
- (2) Practice sessions being conducted during a declared Stage I Smog Episode shall conform with the above provisions.

##### d. Maintenance, Operations, and Transportation Department Activities

- (1) Maintenance, Operations, and Transportation staff shall be notified that a Stage I Episode exists.
- (2) All non-essential pollutant-producing activities shall be minimized until the episode is over.

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#### 5. Declared Stage I Smog Episode - continued

##### d. Maintenance, Operations, and Transportation Department Activities - continued

- (3) District vehicular activities shall be limited to emergency repair response, student busing, or return to the District of students and staff who are away from the District.

#### 6. Declared Stage II Smog Episode

##### a. Regular School Activities

During a Stage II Smog Episode strenuous physical activities by all students shall be discontinued. All elementary and secondary students shall be required to remain inside.

##### b. Co-curricular and Extra-curricular Activities

During a Stage II Smog Episode all extracurricular activities shall be cancelled.

##### c. Maintenance, Operations, and Transportation Department Activities

- (1) All non-essential pollution-producing activities shall cease until the episode is over.
- (2) District vehicular activity shall be limited to necessary busing of students home and extreme emergency response.
- (3) All school facilities shall be closed to use by outside groups.

#### 7. Declared Stage III Smog Episode

Upon the declaration of a Stage III Smog Episode and upon the direction of the Superintendent all District operations will be subject to the District emergency and disaster policies and procedures.

The Principal of each school; the Assistant Superintendent, Administrative Services; the Director of Maintenance, Operations, and Transportation;

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#### 7. Declared Stage III Smog Episode - continued

and the Director of Food Services shall establish written procedures for modifying programs and for notifying students and/or staff of predicted and declared smog episodes. Such procedures shall, in the case of declared smog episodes, provide for verification that all required notification has occurred.

It shall be the responsibility of the Director, Pupil Services

- a. To contact the Air Pollution Control District hourly during the alert at (800) 242-4666.
- b. To notify the Superintendent's office and principals as soon as the alert is lifted so that full activities may be resumed.

#### Bomb Threat

1. Alert key personnel.
2. Notify police and Superintendent's office.
3. If the school administrator decides to evacuate a building or an area the following procedure should be followed:
  - a. Notify the Superintendent.
  - b. Supervise evacuation according to previously established routes.
  - c. Secure building or area to prevent reentry by unauthorized persons.
  - d. Meet the police and provide background and entry information.
4. No publicity should be given a bomb threat incident.

#### Disasters Occurring While Pupils Are En Route To Or From School

Pupils should be given the following instructions:

1. "Take Cover" - Go to the nearest available shelter. Remain in shelter until instructed to leave.

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#### Disasters Occurring While Pupils Are En Route To Or From School - continued

2. "Emergency" Procedures - Seek any type of protection (curb, bench, ditch, or gutter) that is within a step or two. Crouch and lie down in a drop position with eyes protected and back toward the blast or light. Remain in this protective position for a brief time and then get under cover. When informed by recognized authority of what to do, proceed to carry out the instructions, or carry out the instructions developed by the pupil's parent to cover these conditions.
3. "Earthquake" - Get clear of all buildings and remain alert to hazards and dangers.
4. On a school bus or public bus, follow the driver's directions.
5. School Buses. (Responsibility of Driver)
  - a. "Take Cover" warning signal sounding - The driver shall pull out of traffic and park the bus at the curb of the nearest off-street; the driver shall find shelter for the group or command the pupils to take cover under the seats in the bus.
  - b. "Earthquake or Emergency Drop Procedure" - The driver shall immediately stop the bus and command the pupils to "drop" in the aisles or under the seats for protection.

#### Emergency Procedure Reports

Fire, Earthquake, and Emergency Drop Procedure reports shall be sent to the Deputy Superintendent at the close of each school month in which they are held.

#### Inclement Weather

1. Before the School Day Begins
  - a. Any decision to close a school or schools prior to the beginning of a school day due to inclement weather shall be made by the Superintendent prior to 6:30 a.m.

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#### 1. Before the School Day Begins - continued

- b. Such a decision should be made only after consultation with other staff members.
- c. The Superintendent or designee shall immediately notify radio stations KFVB/AM 980, and KNX/AM 1070, to broadcast the list of Downey schools which will be closed due to inclement weather. This must be done prior to 6:30 a.m. as our first buses leave the yard at 6:30 a.m.
- d. The Superintendent or designee shall notify the Watch Commander of the Downey Police Department of any school closures.

#### 2. After School Begins

During inclement weather when classes are in session all schools shall maintain regular opening and closing hours. Students will remain indoors or under cover with proper supervision. However, when floods or prolonged rains occur after the school day begins and conditions at an individual school appear to be serious enough to close the school

- a. The Principal shall notify
  - (1) The Superintendent of the local flood conditions and together they will determine the action to be taken.
  - (2) The Transportation Department regarding the closing of the school if bus transportation serves the school.
- b. The Superintendent shall notify
  - (1) The Deputy Superintendent, the Assistant Superintendent, Administrative Services, and the Personnel Departments of the closing of any school.
  - (2) The Downey Police Department as to the time the school is closing.

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Utilization of School for Hospital or Congregate Care Center

1. In case of a serious local fire or flood, a request may be made for use of one or more schools as congregate care centers. The request will normally be made by the local chapters of the American Red Cross.
2. In the event of a nuclear attack, schools may be utilized for congregate care centers or temporary hospitals.

Our policy is to cooperate fully.