



LONG BEACH UNIFIED SCHOOL DISTRICT
1515 Hughes Way, Long Beach, CA 90810
562-997-8000

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EMERGENCY PREPAREDNESS PROCEDURES

The traditional role for the Long Beach Unified School District (LBUSD) is the education of children. In an emergency, the routine roles of teachers and school staff will be adjusted to include procedures to assist students through a crisis.

Parents and family members should be familiar with this information as a part of the emergency planning process to protect their children. It is prudent to review safety procedures in place at a child's school. We know first hand that proper preparation and planning can increase the support to a child's school in an emergency.

EMERGENCY PLANNING

There is no way of knowing in advance exactly how to respond to every emergency. Furthermore, no threat has been received specifically targeting schools. Unless otherwise informed, school sessions and activities will continue as scheduled.

All schools have emergency preparedness plans to minimize risks and to evaluate and relocate students, teachers, and school staff from harm. Procedures are also written for situations that require everyone to remain in the building rather than to leave. Emergency drills are practiced on a regular basis to ensure a smooth process, and are based on district-wide safety procedures.

EVACUATION PROCEDURES

Once an emergency has been evaluated, an evacuation may become necessary to ensure the safety of students and school staff. Each school site's "Emergency Preparedness Plan" contains maps of designated "evacuation routes," or pathways, to selected outside locations known as "assembly areas."

We encourage parents to stay informed of their child's school evacuation plans. It is important to know where the students will be located during an evacuation process. When the situation is determined safe, or "all clear," students and staff will return to their classrooms and resume in the learning environment.

When it is decided that students and school staff will not return to the classrooms, or it is the end of the school day, a process is implemented to reunite students with their parents and family members. "Reunification" of students is an important component of the Emergency Preparedness Plan. A "request" gate will be established for parents to provide information and request the release of their children. While another area is setup for the process to "release" children to their parents and family members.

DUCK, COVER, AND HOLD PROCEDURES

When the ground begins shaking during an earthquake, or a loud explosion is heard or felt, a "duck, cover, and hold" procedure begins. Everyone—students, staff, and all others present—will take the following protective actions:

Indoors:

Duck and take cover under a nearby desk or table, or "drop" to the ground in the safest place against an interior wall while avoiding areas near unsecured objects, which may fall.

Cover your eyes by leaning the face downward against the arm, and protect your head by clasping one hand behind the neck.

Hold on to the table legs or side of the desk and remain in position until the shaking stops, objects stop falling, or as instructed by a teacher or other official.

DUCK, COVER, AND HOLD PROCEDURES (continued)

Outdoors:

Duck, Cover, and Hold: Move away from buildings, power lines, block walls, and other items that might fall or increase the danger. Take the "drop" position or sit down in a safe area. Remain in position until the ground stops shaking, or as instructed by a teacher or other official.

SHELTER-IN-PLACE PROCEDURES

School personnel may make the decision to "Shelter-in-Place" when conditions are present such as an unusual odor or sound, visible smoke, vapor cloud, or fire. Any of those conditions that may cause skin or eye irritation, or breathing difficulties, could signal Shelter-in-Place procedures.

Emergency actions will be closely followed and monitored. This procedure directs everyone to report to an assigned classroom, close and lock classroom doors and windows, and wait for further instructions. Once public safety responders have determined the area as safe, further instructions will be given. In an emergency, response procedures will depend on the nature and scope of the incident and prevailing conditions.

EMERGENCY COMMUNICATION

In an emergency, school personnel will provide information to parents as quickly as possible, and available communication systems will be used to relay announcements and instructions. Recorded emergency information may be obtained through the district's telephone at (562) 997-8000, through the media, KKJZ FM 88.1 FM radio, and/or Cable TV Channel 24 (Long Beach), Channel 63 (Lakewood), Channel 77 (Avalon).

SCHOOL SITE SAFETY

Congregating at a school will most likely hamper the ability of emergency responders and school personnel to identify the specific nature, cause, and extent of the emergency. In such cases, school personnel will follow the direction of public safety and health officials. Again, as information becomes available it will be given to parents and family members, via available means and the media.

SUMMARY

The expectation is schools will do the best they can with their emergency supplies and resources under whatever circumstances occur, and students, staff, and parents will support their efforts.

School principals and personnel have the training and skills to:

- ✓ Act in response to an emergency.
- ✓ Keep children and staff out of harm's way.
- ✓ Return the school to the educational setting.

In California, we have a long-term obligation to plan for earthquakes. Recently, this obligation has expanded to include the modern problems of biological, chemical, and nuclear warfare—weapons of mass destruction.

The impact will vary with the type of disaster, and may endure for long periods. With this in mind, it becomes readily apparent that schools need to become self-sufficient and work together with the support of the community.

Please contact the Long Beach Unified School District at 562-997-8000 with any questions, and refer to the district's Website at <http://www.lbusd.k12.ca.us/safety>.

