

# **The Accelerated Schools**

Accelerated  
Accelerated Charter Elementary  
Wallis Annenberg High

## **School Re-Entry and Safety Protocols**



**Developed by the Re-Entry Task Force**

**Updated: April 9, 2021**

As updated state and local guidances become available this document may change to reflect new information and scenarios.

# General Norms and Expectations

The Accelerated Schools (Accelerated, Accelerated Charter Elementary, and Wallis Annenberg High) take the health and safety of our students, staff, and families as our priority during the COVID-19 pandemic. During the 2020-2021 school year, school will look much different than previous years due to new health and safety measures as outlined by state and local officials.

This guidance to conduct school operations will constantly evolve as new information becomes available. The most current Los Angeles Department of Public Health (LADPH) guidelines can be found on the website for reference. ([Link](#))

This School's Re-Entry and Safety plan, which includes COVID-19 Prevention, Safety, and Exposure Management protocols, is accessible via QR codes (posted throughout the campus) for all staff members to view and have on-hand. In addition, hard copies are available at the Front Office. Training and updates will be regularly scheduled so that every staff member is aware of the School's protocols.

The School's ReEntry Task Force may be reached at [reentry@accelerated.org](mailto:reentry@accelerated.org).

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# Daily/Weekly Protocols

## Pre-Arrival to School

- All student families and employees are encouraged to run a self-check each morning at their homes for the following:
  - Fever
  - Cough
  - Shortness of breath
  - Respiratory symptoms

For a more comprehensive list of symptoms, please refer to [Form A in the Appendix](#).

- If you have a temperature of more than 100.4 degrees and/or are sick for any reason, please stay home and contact your respective school (parents/students) or school's administrator (staff)
- All students and staff will be required to wear masks when interacting with others and when moving or in communal spaces

## Arrival at School

- Daily screening of staff and student temperatures will be taken at every entry point.
  - If the person has a temperature of 100.4 degrees or more:

For staff:

- If staff member has a temperature of 100.4 degrees or more after 3 consecutive temperature checks, the employee is to return home
- ensure the staff member is wearing a mask while at the site

For students:

- Designate isolation room(s) for sick children waiting to be picked up
- Designate the pick-up location(s) for parents picking up sick students, so they do not enter building
- Students may return to school once they are fever-free without medication for 72 hours

## School Entrance/Exit protocol

- Designate entry/exit points for:
  - Staff Entrances
    - Underground Parking lot - entrance thru ACES Main St Gate, exit thru MLK doors
    - TAS/WAHS - Woodlawn Gate on corner of MLK and Woodlawn Avenue
    - ACES - Main St Gate and Underground parking stairs
    - TAS2 - 37th St Gate
  - Student entrances
    - TAS ES - Reunion Gate on Woodlawn Avenue
    - TAS MS - Main St Gate

- WAHS - MPR entrance
  - ACES - Main St Gate
  - TAS2 - 37th St Gate
- Require parents to drop off/pick up students without getting out of the car, unless express permission from a site administrator is provided for good cause Good cause includes students with moderate to severe physical and/or cognitive disabilities.
- If a parent has permission to get out of the car during drop-off/pick-up, have the student arrive at/leave school before or after assigned times for the majority of students.
- Place markers ensuring social distancing around campus where students are lined up
- Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19.
- Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.
- Determine any special or unique needs for students with disabilities related to planned district or school-wide procedures Contact the Special Education Administrator or Special Education Program Specialist related to specific student needs.

## School Hours

- School Operation hours are from 7:00 AM to 5:00 PM
- All students and staff cannot access the campus outside these operation hours
- Hours beyond 5:00 PM must be pre-approved by the administrator to monitor the number of people on campus.

## Use of Masks

- A mask is NOT a substitute for [social distancing](#). Masks should still be worn in addition to staying at least 6 feet apart, especially when indoors around people.
- Masks should completely cover the nose **and** mouth and fit snugly against the sides of the face without gaps.
- **All Students in all grade levels K-12 and Staff are required to wear face coverings at all times, while at school, unless exempted.**
  - Neck gaiters and fleeces are prohibited
  - A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.
- Schools will provide a mask when a personal mask is destroyed or lost.
- Medical grade PPEs will be provided to staff who cares for a sick student or employee.
- Face shields will be provided to identified faculty/staff members.
  - Teachers will be provided with face shields to enhance instruction where students need to view the teachers mouth (i.e phonemic awareness instruction). Masks may be taken off only during

instruction (with face shield remaining in place) and masks should be placed back on afterwards. During instruction the teacher will maintain appropriate distance with the students.

- Classified staff will be provided with face shields where there is high traffic and contact.

## Hand Washing

- Multiple handwashing stations are placed throughout the school site
- Hands are expected to be washed with soap and water for at least 20 seconds or the use of hand sanitizer for the following activities:
  - After being outside for student physical activity
  - Before and after lunch
  - Prior to leaving school for home
  - After sneezing, coughing or blowing nose
  - Multiple times during the day

## Social Distancing

- Maintain at least 6 feet social distance from other members
- Ensure areas are marked with signage as much as possible
- Provide adult monitoring to ensure students are following safety protocols
- Ensure areas are properly marked to designate appropriate distancing
- Post reminders about wearing masks

## Visitor Policy

- Visitors must report to the main office upon entering and upon exiting campus.
- All visitors will be logged in and registered at the main office.
- Visitors will be screened (temperature check) and must wear visitor badge, indicating proof of screening, while on campus
- Visitors will be required to wear face masks while on campus, especially during interaction with students or other staff.
- Visitors must attest to being symptom-free for the past 10 days and not having been recently exposed to anyone known with COVID-19
- Entry into schools during working hours will be limited to essential activities. Essential activities are defined as the following:
  - Approved Instructional activities
  - Approved school support activities
- All non-school and non-essential activities are not permitted to take place on campus at this time. Activities that are not permitted to take place on campus include:
  - Volunteering
  - School classroom/teacher visits

- Meetings with parents or other visitors are required to be conducted via electronic platforms to minimize physical contact, including IEP team meetings, 504 meetings and SSPT meetings. However, if this is not possible, please contact your respective school.
- Prior approval for visiting the campuses is highly encouraged
- Visitors line/queue, designation area
- Visitors should remain at home and monitor their health if they have tested positive for COVID-19, are showing symptoms of COVID-19, or have recently come in close contact (within 10 days) with a person with COVID-19

## COVID-19 Surveillance Testing Program

The Accelerated Schools will provide for periodic surveillance testing of staff and students, consistent with California public health guidance or as instructed by the Los Angeles Department of Public Health. The Schools will additionally provide for periodic surveillance testing for staff and students reporting to campus as required to do so by the Los Angeles Unified School District.

Surveillance testing will be provided using COVID-19 RT-PCR testing performed by a California licensed, CLIA and Certified High Complexity Testing Laboratory able to provide test results within 48 hours. Baseline testing for staff and students will be conducted within 7 days prior to return to campus. Testing may be provided weekly thereafter.

All staff and students must have a valid negative test result before coming to campus. A valid test result is defined as being current within 3 days of submission, and good for 7 days. A new result must be submitted in order to continue campus access.

If there is a positive test result, then the Schools shall notify the staff or student and implement the Exposure Management guidance (see [Exposure Management](#) section below).

## Human Resources

### Reporting out sick policy

Employees who are symptomatic for COVID-19 must stay at home and contact Human Resources. For reference please see [Form B: Positive COVID-19 Decision Tree](#).

All Teachers are expected to follow the additional procedures on calling for a substitute.

If an employee is sick for any reason, the following steps will be taken:

1. If an employee becomes sick for any reason, they are expected to immediately notify their administrator/supervisor and stay/return home. The employee will contact their respective health provider to assess their health. A temporary on-site location will be available if arrangements are required for the employee to return home.
2. If the health provider requires a test:
  - a. While test is pending the employee will continue home isolation

3. If test results are negative, the employee may return to work when fully recovered from illness.
4. If test results are positive:
  - a. Complete 10-day quarantine
  - b. Remains on home isolation until:
    - i. 72 hours has passed since recovery defined as resolution of fever without the employee using fever-reducing medication and improvement in respiratory symptoms;
    - ii. Respiratory symptoms have improved; and
    - iii. At least 10 days have passed since their last positive test
5. All employees have been told not to come to work if sick or if they have been exposed to a person who has COVID-19. Human Resources will provide information to employees regarding the employer's as well as government leave benefits.

## Exposure Management

In accordance with state and local laws and regulations, school administrators will follow the Exposure Management guideline ([link](#)) as prescribed by the LADPH.

If the report occurs when the individual is on campus or at a school facility, immediately separate the individual to a designated on-site isolation area and arrange for the individual to return to their home as soon as possible. Emergency contacts will be notified as appropriate.

Confidentiality must be maintained at all times. However, it may be necessary to notify an employee's direct supervisor and the School Leadership.

If a positive COVID-19 incident occurs, an investigation will be conducted by:

- Human Resources for staff members
- School Nurse for students

[Form C: Investigating COVID-19 Cases in the Appendix](#) shall be the basis of the investigation, and other information may include the following:

- Copy of the positive test result
- Date of COVID-19 test
- Date received test results
- Date first felt symptoms: fever, chills, cough, muscle pain, shortness of breath, loss of taste/smell
- Date last on campus and a description of work performed and interaction with others
- What rooms/areas of campus were you in?
- What times were you on campus?
- Who did you interact with? Describe the interaction.
- Describe the work performed or other activities.



Human Resources will report to the LA County Department of Public Health within 1 business day information related to any case of COVID-19 among employees and students who had been on campus at any point within 14 days prior to becoming ill, including all persons on campus who were exposed to the infected person during the infectious period.

In the event of exposure, Human Resources will notify all known individuals who had contact with the infected person while maintaining confidentiality and advise contacts to:

- get tested for COVID-19, whether or not they have symptoms
- self-quarantine at home for at least 10 days from the last date of exposure and continue to carefully monitor their health through Day 14.

In accordance with AB 685, the School will also notify all employees who were on the premises in the same worksite within the infection period to provide notice of potential COVID-19 exposure, information regarding COVID-19 related benefits to which employees may be entitled under applicable federal, state, and local laws, and notice of the disinfection and safety plan that will be implemented.

The following number of COVID-19 cases will trigger the corresponding response:

For 1 COVID-19 case:

1. School informs the case that the DPH will contact the case directly to collect additional information and issue Health Officer Order for Isolation
2. School works with the case to identify school contacts.
3. School notifies school contacts of exposure and instructs them to quarantine at home and test for COVID-19
4. School informs school contacts that DPH will contact them directly to collect additional information and issue Health Officer Order for Quarantine
5. School submits contact information for case and site contacts using the COVID-19 Case and Contact Line List for the Educational Sector and sends to DPH by emailing:  
[ACDCEducation@ph.lacounty.gov](mailto:ACDCEducation@ph.lacounty.gov).

For 2 COVID-19 cases:

1. Follow required steps for 1 confirmed case.
2. If the 2 cases occurred within 14 days of each other, school determines whether the cases have epidemiological (epi) links. A COVID-19 Exposure Investigation Worksheet for the Education Sector tool is available to help assess for epi links. If Epi links exist, School implements additional infection control measures.

For 3+ COVID-19 cases:

1. **If a cluster of 3 or more cases occurred within 14 days of each other**, school notifies DPH at:[ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov).

2. Prior to notifying DPH of the cluster, the school determines whether at least 3 cases have epi links. If epi links do not exist, the school continues with routine exposure management.
3. DPH requests that the COVID-19 Case and Contact Line List for the Educational Sector be completed by the school to determine if outbreak criteria have been met. If outbreak criteria are met, the DPH outbreak response field team is activated and a public health investigator will contact the School to coordinate the outbreak investigation.
4. School provides updates to the DPH outbreak response field team until the outbreak is resolved.

## Facilities

### Campus Facilities Usage

The Schools will follow the guidance from local public health officials and work in coordination with LAUSD to ensure that all required safety measures are in place to help mitigate the spread of COVID-19. Current public health guidance restricts campus access to employees only for the purpose of facilitating distance learning.

Students and visitors may be permitted on campus under the most recent public health guidelines. This includes for instructional activities to take place on school campuses.

Our goal is to implement the following in our workplace:

- Conduct workplace-specific evaluations using the [Form D: Identification of COVID-19 Hazards](#).
- Evaluate employees' potential workplace exposures to all persons.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in place around the Schools and the need for different or additional controls.
- Conduct periodic inspections using the [Form E: COVID-19 Inspections](#) as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with these ReEntry and Safety protocols.
- Communicate to employees that they can report possible hazards. This can be done anonymously.
- Unsafe or unhealthy work conditions, practices or procedures will be documented on the [Form E: COVID-19 Inspections](#), and corrected in a timely manner based on the severity of the hazards, as follows:

The ReEntry Task Force will regularly review the results of internal COVID-19 inspections and determine the best course for correction for any identified hazards. Correction plans will include:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.

### Classroom layout

- Desks will remain in place and be marked for usage within 6' social distancing guidelines
- Chairs at tables designed for groups of 4 or more will be removed.
- Where applicable, doors will be marked for use as entry or exit

## Classroom Protocols

- Students will be socially distanced
- K-8 students will receive personal instructional materials & manipulatives
- Students will be required to have backpacks for their belongings
- Clearly designate student work and seating areas
- Specialists will travel to classrooms
- Limit classroom transitions

## Campus Signage

- Signage explaining safety protocols will be placed at entrances and in common areas
- Directional signage/floor markings will be placed where appropriate
- Social distancing markers will be placed where appropriate

## Campus HVAC systems

The School's HVAC system is a fully ducted system and does not re-circulate air within a room. Air is continually circulated through vents to the outside and fresh outdoor air is brought in through separate ducting. The system is set to allow the maximum air flow to the outside.

- The HVAC systems are centrally controlled and will be set to 76-78 degrees in order to contain the spread of the virus
- Doors and roll-ups may be kept open when appropriate.
- Filters will continue to be replaced quarterly as per CDC recommendation.
  - MERV-13 filters will be installed
  - Air Purifiers (ionizers) installed on rooftop HVAC units
  - No personal heating devices, cooling devices, or personal humidifiers may be used in offices or classrooms.

## Sanitizing Protocol

- Faculty and staff to wipe down materials and desks after use or between sessions
- Faculty must keep all disinfecting wipes out of reach of students.
- Hand sanitizing stations will be placed throughout campus in high traffic areas.
- Handwashing stations may be placed in areas without easy restroom access (eg, rooftop, gym, etc)
- Nightly sanitizing of classrooms, offices, restrooms, and common areas will occur with an electro-static system being used by an outside licensed vendor (or in-house trained staff) to perform to CDC standards. The application system places an electrostatic charge to approved liquid disinfectants (EPA) to allow them to cling to virtually any surface and destroy 99.9% of germs.

- Designated staff to perform multiple cleanings of high traffic and common areas at least three (3) times per day
- Servicing and sanitizing of restrooms will occur at 30-minute intervals throughout the business day.
- Custodial staff will be provided with PPE.
- Only cleaning products approved by CDC and LAUSD will be used.
- Rooms will be vacated if more extensive sanitizing is requested or required
- To reduce asthma risk disinfecting products with asthma-safer ingredients will be used where necessary or upon request.
- All custodial staff will follow OSHA guidelines for safe use of disinfecting products.

## Food Service

A successful nutrition program is a key component to every educational environment. School meals protect the most vulnerable children against hunger. A child cannot focus on learning when they are feeling hungry. School meals boost learning, and studies show that students perform best academically when well nourished. Therefore, ensuring a child has access to healthy and appealing meals in schools is extremely important.

School districts will need to consider the resources and flexibilities necessary to transition food service operations to an on-site or off-site student meal delivery system or operate both at the same time. This includes applying for state or nationwide waivers and updating school policies, standard operating procedures, and training to ensure compliance with Child Nutrition Program requirements and procuring equipment, supplies, and menu options necessary for meal service.

### Health and Hygiene Promotion

- Teach and reinforce handwashing and use of a cloth face covering by employees when near other employees or students.
- Have adequate supplies for both employees and students including soap, hand sanitizer, and tissues.
- Post signs on how to stop the spread of the virus

### Cleaning and Sanitation

- Update standard operating procedures for sanitation of school kitchens and cafeterias
- Train all employees on health and safety protocols, including correct application of disinfectants and maintaining physical distancing.

### Offsite Meal Service (with approved USDA waivers)

- Offer grab-and-go student meals for consumption at home, including drive through, delivery, or curbside pick-up options.
- Assess whether there are students who are unable to access school meal distribution sites and identify ways to address these gaps.

# Communication

## Response Team

- The TAS Re-Entry Task Force shall be designated the school's COVID-19 Compliance Team. The team is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19.
- The members of the Task force are responsible for overseeing the following aspects:
  - Human Resources
  - Facilities
  - Classroom Instruction
  - Compliance
- The Task Force email address is [reentry@accelerated.org](mailto:reentry@accelerated.org).
- Human Resources is the designated liaison to the Los Angeles Department of Public Health in the event of an outbreak on campus.

## To Students and Families

- Directors, working with site administrators, will be main point of contact in regards to Re-Entry communications for Students and Families
- Notify parents and the school community about school meal service and options.
- Use a variety of communication methods such as social media, newsletters, and school websites.

## To Staff

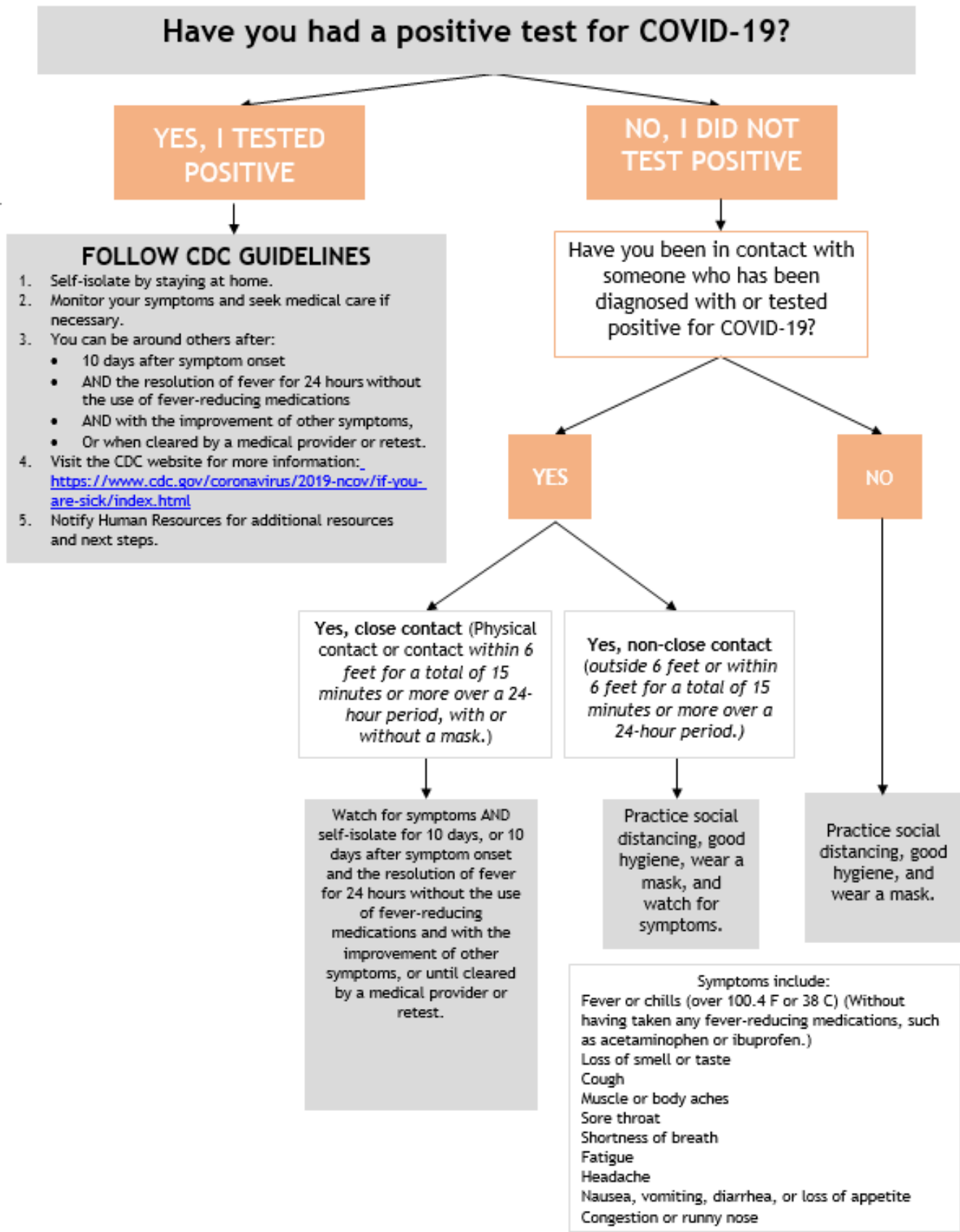
- Human Resources will be main point of contact in regards to Re-Entry communications

# Appendix

## Form A: COVID-19 Employee Daily Self-Screening Questions

- 1) Are you currently under isolation and/or quarantine?
  - a) Yes
  - b) No
  
- 2) In the past week, ...
  - a) I have been ill
  - b) I have recently cared for someone who is/was ill
  - c) I have been in contact with someone who has tested positive for COVID-19
  - d) I have been contacted about my possible exposure to COVID-19
  - e) None of the above
  
- 3) Today I have one of the following symptoms:
  - a) Fever (temperature greater than 100.4 F)
  - b) Chills (uncontrollable body shaking)
  - c) Cough that is new or worsening
  - d) Recent decrease in sense of smell or taste
  - e) None of the above
  
- 4) Do you have any of the following symptoms:
  - a) Runny or stuffy nose
  - b) Sore throat
  - c) Muscle aches, body aches, or headache
  - d) Tired or fatigue
  - e) Nausea or vomiting
  - f) Diarrhea
  - g) None of the above

## Form B: Positive COVID-19 Decision Tree



### Form C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: **[enter date]**

Name of person conducting the investigation: **[enter name(s)]**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	



**Form D: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date: **[enter date]**

Name(s) of employee and authorized employee representative that participated: **[enter names]**

<b>Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards</b>	<b>Places and Times</b>	<b>Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers</b>	<b>Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation</b>

**Form E: COVID-19 Inspections**Date: **[enter date]**Name of person conducting the inspection: **[enter names]**Work location evaluated: **[enter information]**

<b>Exposure Controls</b>	<b>Status</b>	<b>Person Assigned to Correct</b>	<b>Date Corrected</b>
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Additional controls:			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solution used according to manufacturer instructions			
Additional controls:			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Additional controls:			

## Appendix F: Ancillary Programs and Strategies on School Safety

### Child Abuse Reporting Procedures

Procedures for reporting child abuse, acts of violence, and other improprieties will be adhered to as mandated by federal, state, and local agencies. During the hiring process, all employees are made aware of these requirements.

Pursuant to Penal Code section 11164 and 11166 and EC 44691 all Accelerated Schools employees will be responsible for reporting suspected cases of child abuse to the appropriate authorities.

The reporter needs to only “reasonably suspect that abuse or neglect has occurred. The principal will provide professional development to make sure the entire staff understands the procedures for reporting child abuse. All staff will understand that they are mandated reporters and that failure to report is a misdemeanor punishable by law.

The Accelerated Schools staff will immediately notify the Department of Children Services and/or the LAPD if there is suspicion of abuse. Further, the reporter will submit a written report of the incident to those same agencies. The reporting person will be responsible to provide all necessary information and reports to the proper investigating authorities.

If a child needs to be removed from the school based on the recommendation of the DCS or law enforcement, The Accelerated Schools will obtain the contact information of the agency person removing the student. This information will be available to the parent/guardian.

Steps:

1. Call 911 if you suspect the person is in immediate danger
2. Call 1 (800) 540-4000 for Child Protective Services within California
3. Complete the call and paperwork requirements

### FIRE ON SCHOOL GROUNDS

This procedure addresses situations where a fire is discovered on school grounds. A quick response to this situation is very important to prevent injuries and further property damage.

Procedure

1. Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the School Administrator.
2. The School Administrator will immediately initiate the EVACUATE BUILDING action. Staff and students will evacuate buildings using the prescribed routes or other safe routes to the Assembly Area.
3. In the event of an evacuation, Teachers will bring their student roster and take attendance at the Assembly Area to account for students. Teachers will notify the Student Mangers Team of missing students.

4. The School Administrator will call “911” and will provide the exact location (e.g., building, room, area) of the fire.
5. The Facilities and Supervision Team will suppress fires and initiate rescue procedures until the local fire department arrives.
6. The Facilities Team will secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
7. The school administrator will direct the fire department to the fire and brief fire department official on the situation.
8. The Facilities Team will notify the appropriate utility company of damages.
9. The School Administrator will notify the CEO of the fire.
10. Any affected areas will not be reopened until the Los Angeles County Fire Department or appropriate agency provides clearance and the School Administrator issues authorization to do so.
11. For fires during non-school hours, the School Administrator and the CEO will determine if the school will open the following day.
12. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate “fire is out.”

PLEASE DO NOT USE THE ELEVATORS DURING DRILLS OR REAL DISASTER EMERGENCIES.

- Take an alternate route if yours is blocked or unsafe.
- Assemble on the Field in your designated location (field map attached). Maintain some separation from other classes.
- Take roll – Completely fill out the **Absent Student Form & Injury and Missing Persons Report** (attached) and submit to the Campus Supervisors.
- 
- Have students relax and sit. Keep them together, no wandering around. Periodically call roll.

If a real disaster should occur while students are not in class, such as nutrition or lunch, students are to report to the Field and assemble with their **1st Period class** (for grades 6-12).

**Psychological services have been relocated in front of the gym, please let a supervisor know if you have a student in need of counseling.**

ALL PERSONNEL WITHOUT A SPECIFIC DUTY OR CLASS ARE TO IMMEDIATELY REPORT TO THE INCIDENT COMMAND CENTER FOR INSTRUCTIONS.

**Please Note: If you have additional questions, please speak to any Administrator or Office Manager.**

**Remember to:** Bring your red binder & red emergency bag. Go outside to your designated area with your class and take roll, ask for support if you need assistance in filing out emergency forms.

## Earthquake Procedure

In the event of an emergency, an administrator or assigned staff member will signal through the PA system by making an **initial announcement**. At the moment, everyone should first follow

drop/cover/hold procedures. If the PA is not working the incident commander will assign safety team members to let each classroom know.

The “Drop/Cover/Hold On” procedure provides protection from flying objects and broken glass during an earthquake.

1. Inside classrooms (or anywhere indoors):

- a. Upon command of “DROP,” drop to knees, facing away from windows.
- b. Take cover by getting under or below furniture (desk, chair, table, etc.).
- c. Grasp the furniture legs with hands and hold on tightly.
- d. Evacuation of the buildings must be done only when the shaking has completely stopped.

2. On school grounds but outside school buildings:

- a. Stay clear of buildings, power lines, light poles, etc.
- b. Drop to the ground, cover head if possible and hold onto a stable object if available.
- c. Remain clear of obstacles and wait until situation stabilizes and staff member gives all clear.
- d. Move to the emergency assembly area.

A **second announcement** will be made instructing everyone to evacuate the building.

When a drill or a real disaster occurs, teachers, please do the following:

- Pick up your Emergency Binder.
- Check for any injured students. Place green paper on door if your room is all clear. Place red paper on door if you are unable to move injured person.
- Leave doors locked in a drill; unlocked in the event of a real disaster.
- Take your class out to your designated area on the Field, using the safest route and suggested map routes. See map for evacuation route and field location.
- Appoint a responsible student to lead your class while you bring up the rear, seeing that everyone has cleared the room. Follow closely with the class. Emphasize that the class stay together on route to the Field
- If the Field or quad is not safe to use, the Incident Commander will move students to the Woodlawn street as the secondary area.

PLEASE DO NOT USE THE ELEVATORS DURING DRILLS OR REAL DISASTER EMERGENCIES

- Take an alternate route if yours is blocked or unsafe.
- Assemble on the Field or quad in your designated location. Maintain some separation from other classes.

- Call the roll – Completely fill out the Absent Student Form & Injury and Missing Persons Report and submit to the Student Managers. Don't forget to include any Instructional Assistants and Foster Grandparents if applicable.
- Check the students again for injuries. Get the injured to the First Aid Station by informing the Student Managers/Supervision Team Members.
- Have students relax. Keep them together, no wandering around. Periodically call roll.
- If a real disaster should occur while students are not in class, such as nutrition or lunch, students are to report to the Field and assemble with their first period class (grades 6-12).

ALL PERSONNEL WITHOUT A SPECIFIC DUTY OR CLASS ARE TO IMMEDIATELY REPORT TO THE INCIDENT COMMAND CENTER FOR INSTRUCTIONS

**Remember to:** Bring your red binder & red emergency bag. Go outside to your designated area with your class and take roll, ask for support if you need assistance in filling out emergency forms.

### LOCK DOWN

This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all time.

The difference between Shelter- in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building.

### Description of Action

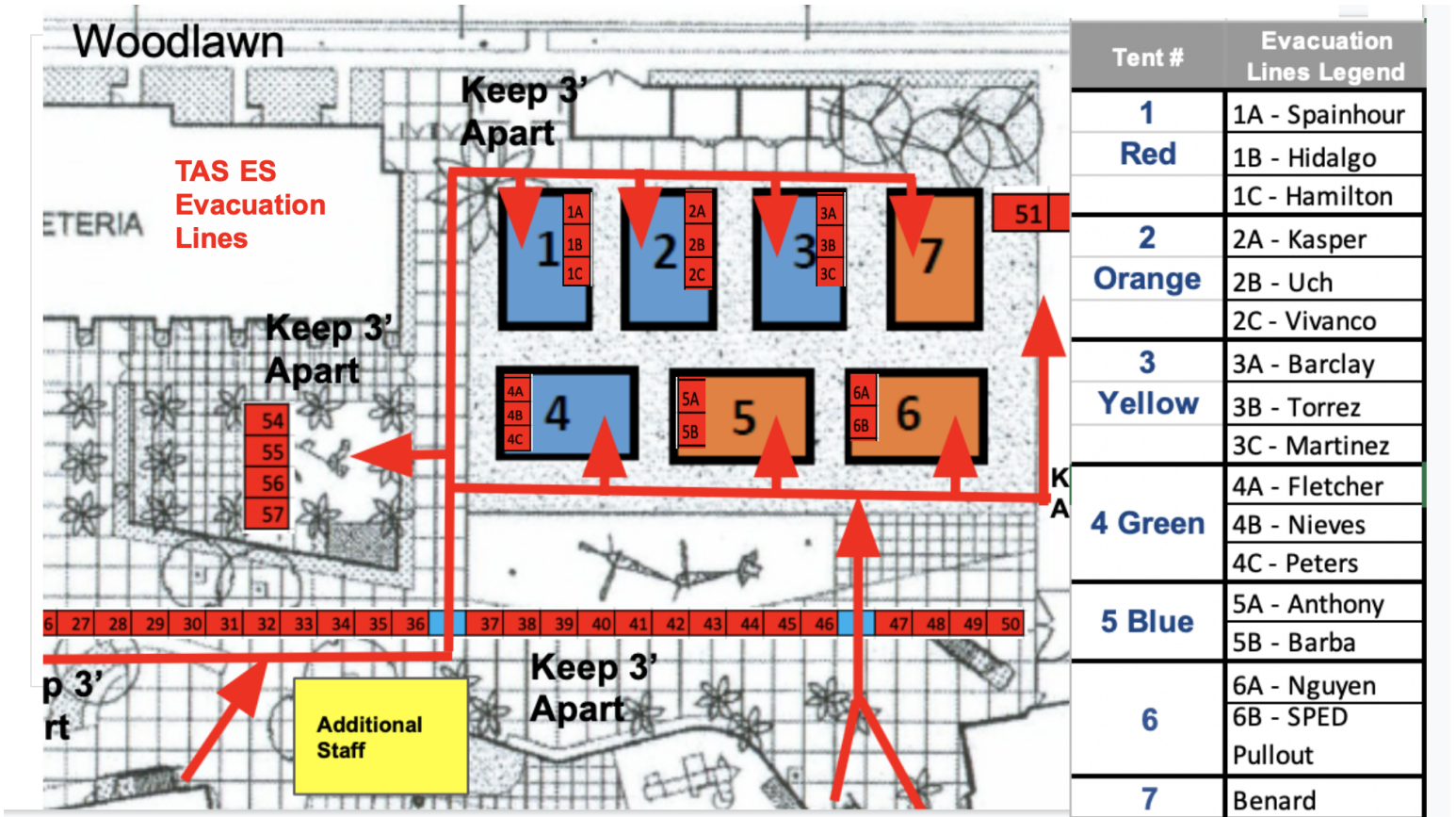
1. The administrator or assigned staff member will make the following announcement on the PA system. If the PA system is not available, the administrator will use other means of communication, i.e., sending messengers to deliver instructions. The administrator should be calm, convey reassuring comments that the situation is under control and give clear directions.

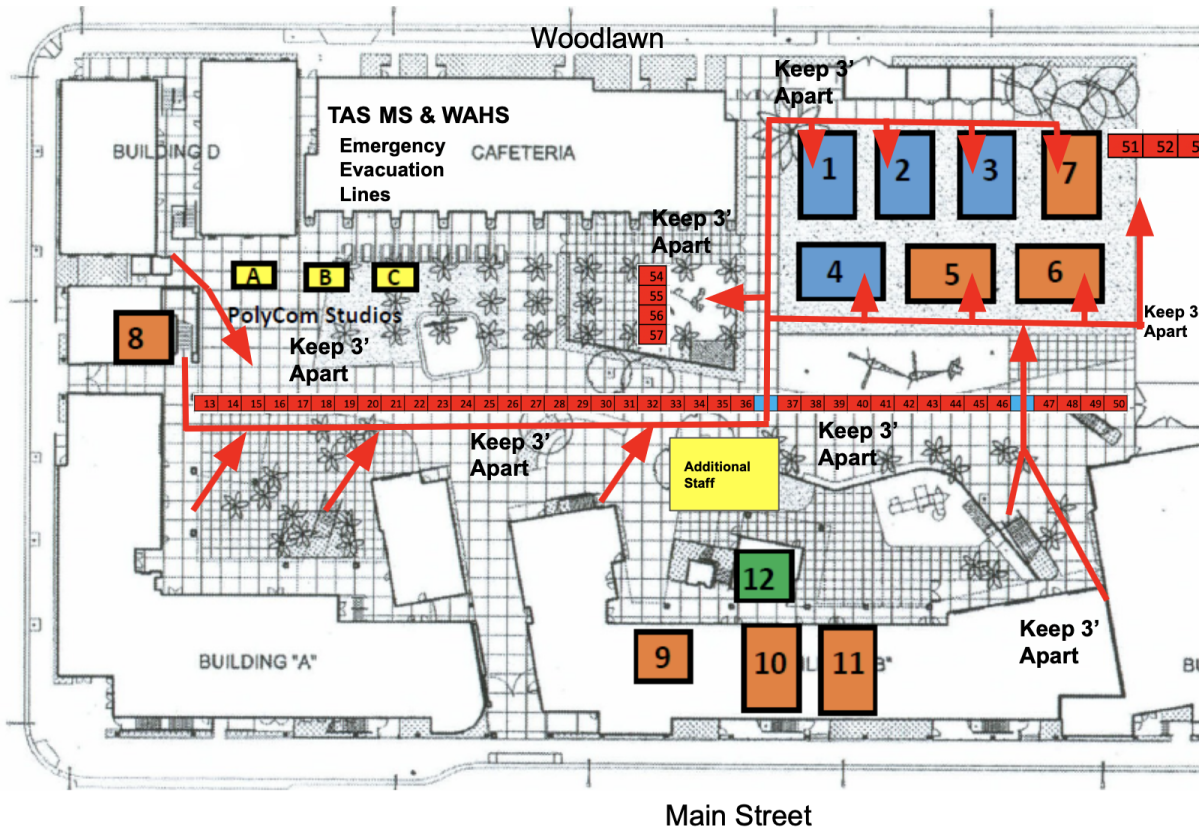
*“Your attention please. We have an emergency situation and need to implement lock down procedures. Teachers are to lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement. If outside, students and staff are to proceed inside the nearest building or classroom.”*

2. If inside, teachers will instruct students to lie on the floor, lock the doors for 2 minutes, and close any shades or blinds if it appears safe to do so.
3. If outside, students will proceed to their classrooms if it is safe to do so. If not, teachers or staff will direct students into nearby classrooms or school buildings (e.g., auditorium, library, cafeteria, gymnasium).
4. Teachers and students will remain in the classroom or secured area until further instructions are given by the administrator or law enforcement.

5. The front entrance is to be locked and no visitors other than appropriate law enforcement or emergency personnel, have to be allowed on campus.

## Maps



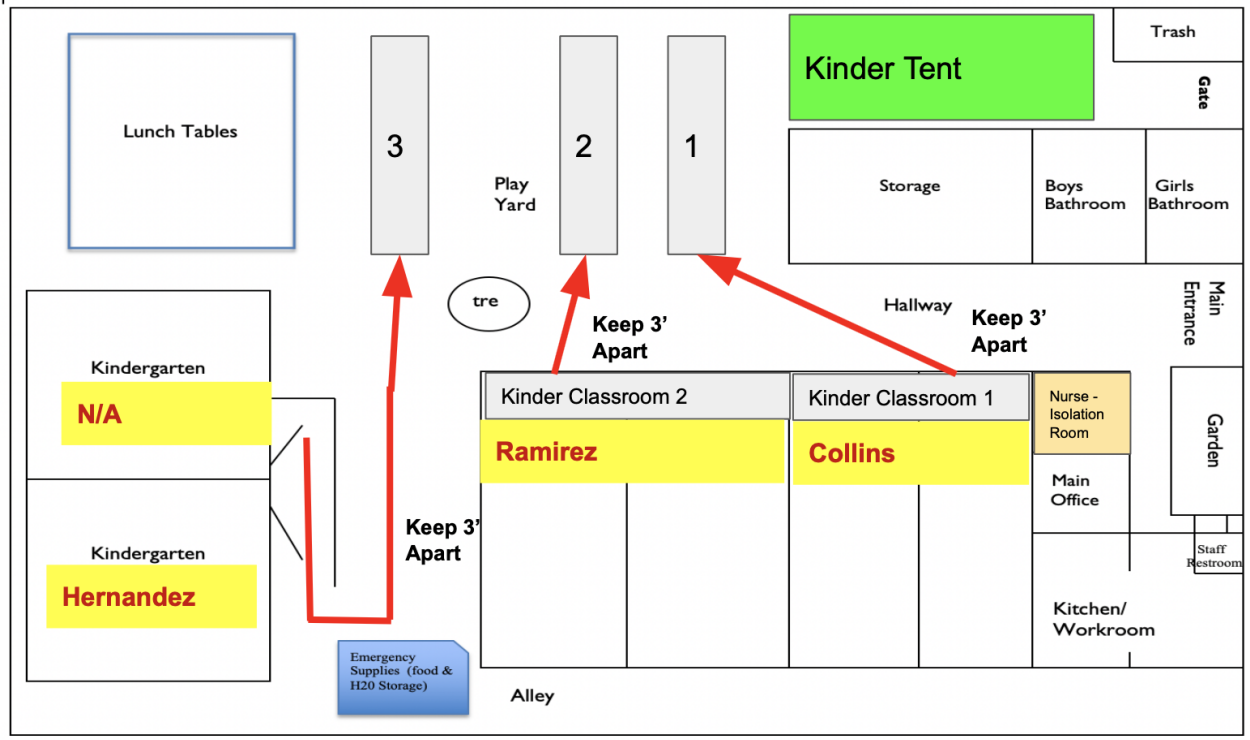


#	Quad	Teacher	School
13		Bennaw, Michelle	WAHS
14		Carnawal, Taliz	WAHS
15		Cervantes, Audrie	WAHS
16		Collie-Hartmann, Alex	WAHS
17		Corona, Maria	WAHS
18		Craig, Justin	WAHS
19		Cruz, Rocio	WAHS
20		Espinoza, Hugo	WAHS
21		Harada, Kimberly	WAHS
22		Holker, Blake	WAHS
23		Jimenez, Jannet	WAHS
24		Jones, Stephen	WAHS
25		Kohn, Kayla	WAHS
26		Le, Fred	WAHS
27		Mace, Ryan	WAHS
28		Martinez, Brittany	WAHS
29		Navarro, Jannel	WAHS
30		Oh, Sean	WAHS
31		Pal, Florin	WAHS
32		Pham, Jacob	WAHS
33		Pubill, Eduardo	WAHS
34		Schuler, Ian	WAHS
35		Solorzano, Maricela	WAHS
36		Sorrentino, Taryn	WAHS
37		Aleman	MS
38		Bae	MS
39		Benimoff	MS
40		Chapa	MS
41		Diaz	MS
42		Harrington	MS
43		Jackson	MS
44		Kelly	MS
45		Kei	MS
46		Middleton	MS
47		Nguyen	MS
48		Osbum	MS
49		L. Rodriguez	MS
50		S. Rodriguez	MS
51		Blackwell, Amber	WAHS
52		Beibin, Kurt	WAHS
53		Miller	MS
7		Benard	MS
54		Lopez, Jorge	WAHS
55		Sison, Justin	WAHS
56		Segura	MS
57		Nadal	MS

### TAS 2

The Accelerated School 119 E. 37th Street, Los Angeles, CA 90011

### TAS2 Kinder Evacuation Lines



Exit

Entrance