

ACTION, TO SHARE

LOS ANGELES UNIFIED SCHOOL DISTRICT Office of Environmental Health and Safety

DISTRIBUTION: All Schools and Offices

SUBJECT: MEMORANDUM NO. 573
DISTRICTWIDE "SHAKE"
EARTHQUAKE EXERCISE

DATE: October 13, 2003

OFFICE: Environmental Health and Safety

APPROVED: ANGELO J. BELLOMO, Director

ROUTING

Local District Superintendents
Local District Operations
Coordinators
Local District School Support
Directors
Principals
Non-School Site Administrators

For assistance, please call Bob Spears, Assistant Director for Emergency Services, Office of Environmental Health and Safety at (213) 241-3889.

I. PURPOSE

The Fall 2003 "SHAKE" earthquake exercise is to be conducted at the discretion and direction of the Site Administrator on any day during the week of November 17 – 21, 2003. This will provide an opportunity for all staff to simulate disaster response in order to test and evaluate the site's emergency procedures plan.

II. PRE-EXERCISE ACTIVITIES

Prior to the Fall 2003 "SHAKE" it is suggested that all Site Administrators complete the following activities:

- Review the school's emergency plan with key staff to ensure staff is familiar with their responsibilities. You may reference *Safe School Plan (SSP), Volume 2 – Emergency Procedures* for staff assignments, responsibilities, and procedures. Be sure to review the following special sections of the SSP, V2-EP: 4.0, *Immediate Response Actions*, 5.8 *Earthquake*, 5.13 *Loss or Failure of Utilities*, and 6.7.3 *Drill 3, Earthquake*. Please make a copy of Page 2-3 and include it with the bulletin to distribute to staff.
- School Site Administrators shall inform parents of the exercise. Refer to *Superintendent's Bulletin No. N-25, Emergency Drills and Procedures, December 16, 2002*. A copy can be found in Section 6.0 of the SSP.
- Update and review emergency procedures with students, staff and other site users (if applicable).

- Inspect and inventory emergency supplies and equipment and replace or add items as necessary. Refer to *Deputy Superintendent's Bulletin No. Q-50, School Site Emergency Disaster Supplies, June 7, 1999*. A list of emergency supplies also can be found in *SSP, Section 6.6*.
- Staff should be reminded that after a disaster, school employees may be designated "Disaster Service Workers" pursuant to Government Code Section 3100, and as such will need to remain at school. All district staff is encouraged to have a complete home preparedness plan in place so they will know their family is provided for in their absence.
- Students should be reminded to discuss with their parents specific family plans in the event of an emergency. Ensure student emergency cards are current and complete.

III. EXERCISE SCENARIO

A simulated 6.9 magnitude earthquake will roll through the Southern California area and affect all areas of Los Angeles County. Intense shaking will commence at 10:30 a.m. and last for 25 seconds. A strong after-shock with a magnitude of 6.4 will occur 35 minutes later and last for 15 seconds.

Power, water, gas and sewer systems have failed in many areas. The school's telephone system is inoperable. Traffic comes to a halt as the freeways suffer some bridge and overpass collapses and surface streets are severely impacted by excess traffic volume. Numerous fires have started due to fallen electrical lines and explosions caused by severed underground gas lines. Superintendent Romer declares a state of emergency and orders staff to remain at their sites.

It is suggested that the drill continue long enough to determine the effectiveness of your Emergency Plan.

In the event of inclement weather, the outdoor portions of the drill should be modified by the Site Administrator.

IV. LOG PROCEDURES

Each of the teams referenced on p. 2.3 should be issued an adequate number of disaster log forms (Attachment A) to document events for evaluation. These logs would also be used to document any costs the District may claim for reimbursement from State and/or Federal agencies.

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LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety – Emergency Operations

MEMORANDUM NO. 573
October 13, 2003

ATTACHMENT A

EMERGENCY RESPONSE TEAM LOG

School _____

Date _____

Team _____

Team Leader _____

INSTRUCTIONS: Keep a chronological record of all pertinent information and actions taken.

[illegible]