

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Division of Adult and Career Education
East Los Angeles Occupational Center

TO: ELAOC Faculty, Staff, and Partners

DATE: April 7, 2025

FROM: ELAOC Administration

SUBJECT: FIRE EVACUATION ORAL REVIEW / DRILL

During the week of April 7, teachers are to review and discuss the procedures involved in executing a Fire evacuation with their class. Read and go over the procedures and evacuation map with your students to ensure awareness of all specific safety measures and plans in the event of a fire.

FIRE EVACUATION OVERVIEW

A fire evacuation provides protection if a school building or an adjacent area is burning. Fire on or directly threatening the campus requires teachers and/or staff to calmly direct all occupants out of the building, activate the fire alarm (if applicable), and report the fire immediately to the school administrator/designee. The principal or designee 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. Teachers should familiarize themselves with the travel path from the provided evacuation map and notify an administrator. Contact an administrator if there is no evacuation map.

PROCEDURES

1. For the drill, the administration/designee will broadcast a notification, followed by a series of three consecutive bell tolls followed by a pause; the bell sequence will repeat for approximately a minute.
2. When the signal is given, have students form a single line outside the classroom (Form a double line for large classes) and proceed to the Assembly Area.
3. Check to see that all students are out of the classroom. Teachers are to account for any students with a cognitive disability who may not have understood the directions.
4. Take the student roster and emergency backpack.
5. Close all doors to prevent the spread of smoke or fire.
6. Have students walk calmly and quietly in single file to the Assembly Area. Teachers should walk at the rear of the line.
7. Take attendance upon arriving at the Assembly Area.
8. All employees must complete the Emergency Drill Status Report and submit the form to the Incident Command Center.
9. Wait for the "all clear" announcement and/or other signal, then return quietly to your classroom in a single file. All other personnel: Report to the Assembly Area for further instructions.

RECOMMENDED PLANNING

- Know your classroom surroundings. Identify the doors, entries, and exits in your room.
- Locate and check your school emergency pack/kit for supplies in your classroom.
- Refer to the evacuation map in your classroom. Have one visibly posted and another accessible. If the room does not have a current map, please contact the administration.
- Familiarize yourself with the route your class will take and know your designated section in the Assembly Area before the drill begins.
- Review the Fire Evacuation Drill procedures and drill with your class every month.

For more information, see REF-5803.7 in the LAUSD Emergency Services at
<https://www.lausd.org/page/2649>