



## Emergency Drills and Procedures

**New West Charter  
11625 W. Pico Blvd  
Los Angeles, CA 90064**

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**Revised 8/22**



# NEWWESTCharter

## 2022/23 School Year Staff Phone List

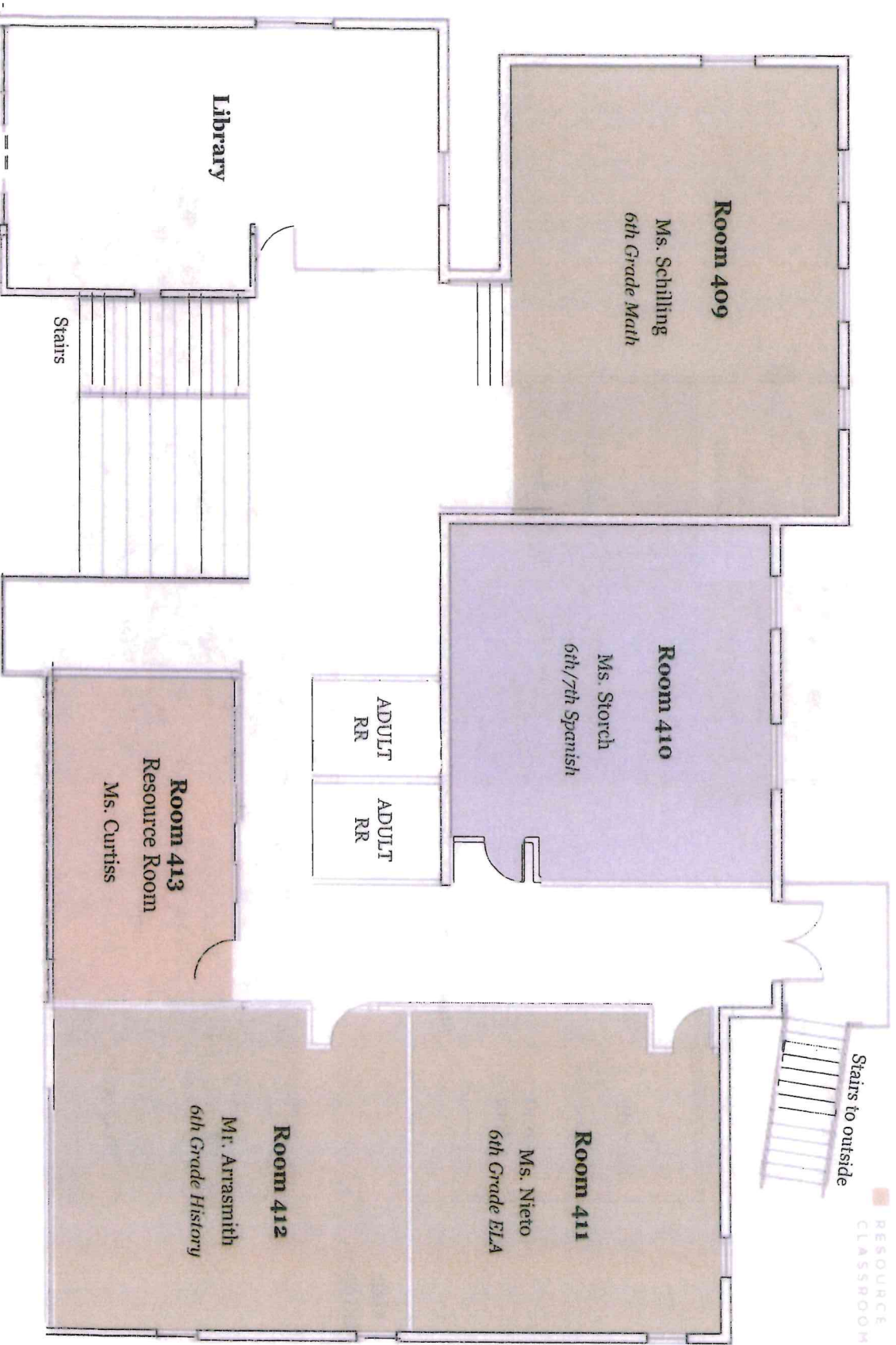
Ext.	Names	Title/Subject
229	Acornley, Scott	12th Grade English
206	Atwood, Chris	8th Grade Math
226	Battista, Kaitlyn	11th Grade Math
219	Bernstein, Cindy	9th Grade Math
200	Cazarez, Luis	Athletic Director/MS PE
230	Chavez Gonzales, Leticia	HS Spanish
236	Clark, Larika	Assistant Principal DEI Coordinator
213	Clarke, Jason	10th Grade Math
115	Hurst, Diana	College Counseling
201	Del Rosario, Feign. Martner. Payne	NWC + Teacher Classroom
235	Douglas, Lester	SPED Director HS SPED
232	Enriquez, William	HS Spanish
222	Estanislao, Mark	10th Grade History
100	Gama, Omar	Facilities Manager
210	Garay, Haydee	11th Grade History
215	Guest, Layla	HS Dance
234	Healy, Kenna	School Psychologist
108	Herrera, Mark	HS Vice Principal
101	Hill, Alaina	Office Supervisor
214	Huynh, Kinhquoc(Moky)	9th Grade English
203	Lambert, Kennedy	HS Science
211	Landgreen, Ross	11th Grade Physics/Computer Science
114	Library	Library
216	Litehart, Bekah	Music Room
200	Lockett, Loren	HS PE
227	Marroquin, Calbert	11th /12th Grade Math
212	McBride, Brittney	MS Dance
209	McCauley, Daniel	8th & HS Resource
221	Monson, Lauren	10th Grade English
228	Nevins, Matthew	12th Grade History/Psychology
233	Newell, Chris	Archeology/Latin
202	NWC + Classroom	NWC + Classroom
205	NWC Fitness Center	NWC Fitness Center
106	O'Leary, Mackynze/Yeh, Michelle	HS Resource
105	Perez, Toni	Operations Director
208	Plasencia, Ana	8th Grade History
224	Reed, Nicolette	11th Grade English
113	Rodriguez, Jorge	IT & Data Support
200	Samela, Michael	HS PE
207	Schwartz, Marla	8th Grade English
231	Science Lab	Science Lab
225	Sellek, Matthew	Film / Yearbook
204	Sigler, Pete	8th Grade Science
220	Stephenson, Maurice	10th Grade Chemistry
112	Straka, Brian	NWC + Director
217	Stuczynski, Holly	HS Art
315	Student Phone	Student Phone
223	Suchowiewecky, Susanna	HS Spanish
218	Thompson, Sarah	9th Grade Biology
111	Vencill, Claire	Mental Health Counseling Office Lactation Room
107	Weir, Sharon	Executive Director/Principal
103	White, Kizmet	Human Resources & Business Office
102	Wilborn, Shelley	Office Administrator
104	Williams, Fanny	Meal Service Director
Ext.	Names	Title/Subject
412	Arrasmith, Scott	6th Grade History
312	Barnett, Tanisha	Assistant Director of Middle School
309	Bautista, David	MS PE
307	Bergan, Jennifer	MS Art
301	Coghlan, Sean	7th Grade ELA
311	Conference Room	Conference Room
413	Curtiss, Kienna	MS SPED
306	Fayenerman, Margarita	7th Grade Science
302	Green, Dexter	MS Dance
410	Storch, Marchand	MS Spanish
303	Jones, Steven	7th Grade History
308	Laohapanich, Buncha	6th Grade Science
414	Library	Library
304		7th Grade Math
411	Nieto, Marycarmen	6th Grade Math
305	O'Neill, Sally	MS Music
237	Perez, Toni	Operations Director
500	Ramirez, Mariana	Front Office
409	Schilling, Nicolette	6th Grade ELA

\*Extensions work between sites\*



NEWWEST Charter

Pico Campus  
Second Floor

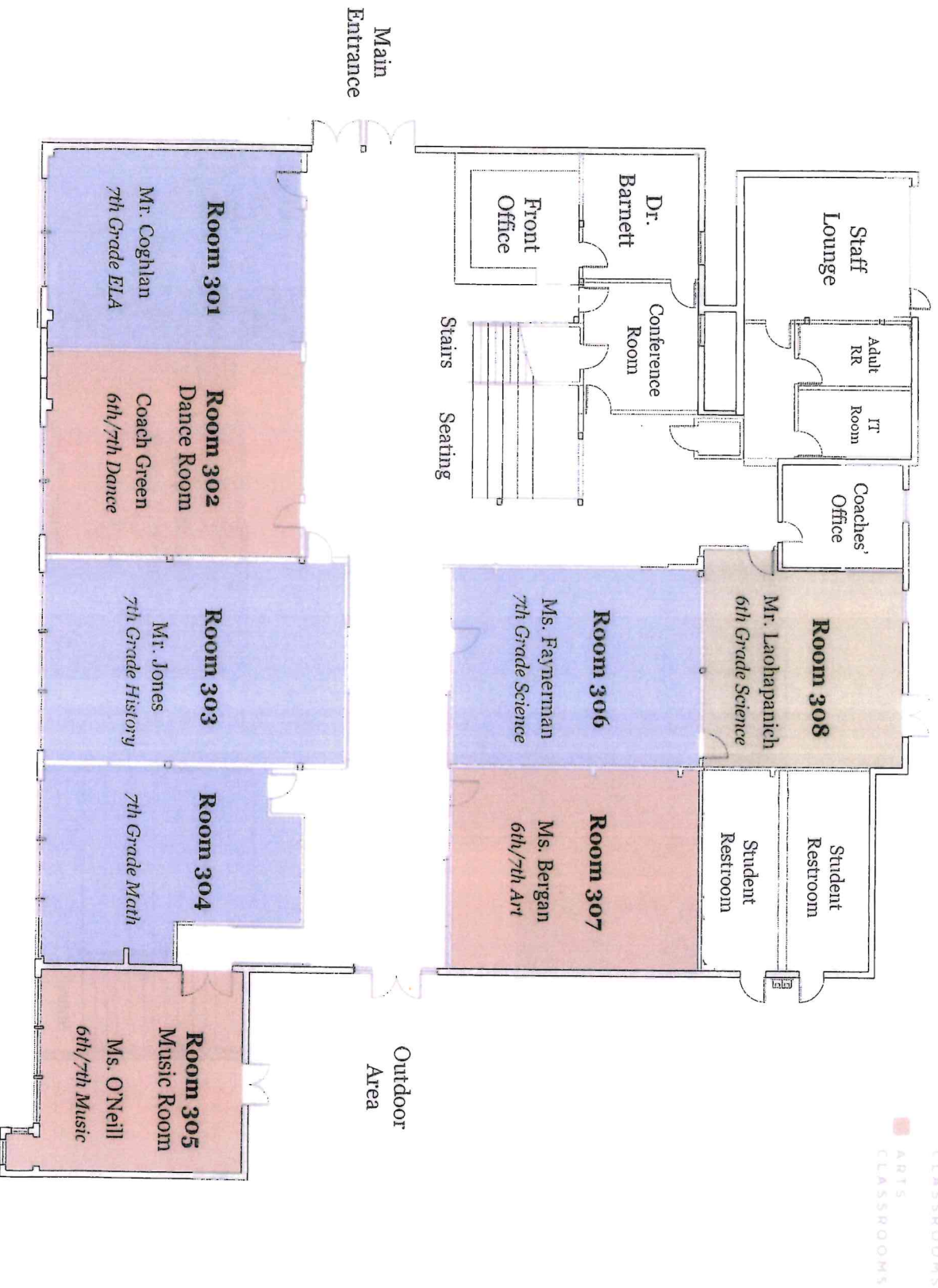






NEWWEST Charter

Pico Campus  
First Floor



**New West Charter  
Emergency Drills**

- I. Emergency drills are held so that emergencies may be anticipated and safety measures practiced in advance of possible emergencies.

Such drills include:

**A. Fire drill**

- Signal: Bell for 10 seconds; pause for 5 seconds;  
Bell for 10 seconds-repeat sequences.  
Action: Evacuate to outside assembly area.  
All Clear: One long (10 seconds) bell or oral  
notification by staff that drill is over.

**B. Earthquake drop/Cover/Hold**

- Signal: Command of DROP given by teacher or  
staff member.  
Action: Drop to knees; take cover under desk;  
hold on to leg of furniture.  
All Clear: Given by teacher or staff member.

**C. Drop/Take Cover (Used for explosions, airplane crash,  
shooting incident, etc)**

- Signal: Alternating long and short bells;  
command of DROP given by teacher or  
staff member.  
Action: Take immediate cover. Drop, facing away  
from windows or hazard. Bury face in  
arms to protect head. Close eyes tightly.  
Remain in position until directed to  
evacuate or until emergency is over.  
All Clear: One long (10 seconds) bell or oral  
notification by staff that drill is over.

**D. Lock Down (Used to secure school during police  
action or a campus intrusion emergency,  
hazardous material leak)**





California  
Distinguished  
School

### **New West Charter Emergency Drills**

- Signal:** One long continuous bell, intercom, word of mouth, or other system of warning developed by school.
- Action:** Lock doors, close blinds, move away from windows. Outside, proceed to closest room. Remain until emergency is over.
- All Clear:** One long (10 seconds) bell or oral notification by staff that drill is over.

It is essential that every teacher and every student understand the reason for the drill, the signal for the drill, and the location and position the student is to take, under the direction of the teacher. All drills should be explained to all classes, by each teacher at the beginning of the semester with frequent review.





## New West Charter

### Fire Drill

- I. Signal- a series of short intermittent bells ring for a period of ten seconds followed by five seconds of silence, then repeated the same. In case of power failure, a whistle, blown at regular intervals, will be used.
- II. All Clear-single long bell or one long whistle
- III. Specific procedures to clear room immediately.
  - A. Students leave room in double line. Shut doors and turn off lights.
  - B. Silent passing must be maintained en route to location indicated for your room.
  - C. Teachers lead their classes to the safety areas.
  - D. A space should be kept in passing between each class group.
  - E. Leave all belongings in the classroom.
  - F. Roll book must be carried by the teacher. Take roll after arriving in safe area.
  - G. Remain at least 50 feet from building.
  - H. Maintain 25 feet between classes in safety area.
  - I. In case of a fire drill before school, nutrition, lunch, after school, students should walk in a quiet and orderly manner to the yard. Wait for further instructions for faculty and or staff.
  - J. In case of a fire drill during passing time, students are to report to the fire drill station of their next regularly scheduled class.
  - K. If a fire drill is held while a group is in an area other than the regular classroom-such as the library, media center, etc., the teacher in charge will give instructions to be followed.
  - L. Fire drills will be held once in a Semester or until proficient.



## New West Charter

### Earthquake Emergency Procedures

#### Gate Operations

Locations and instructions for pick- up

1. Identification of gates in following instructions  
Gate #1 – Side Gate – Tennessee Alley entrance  
Gate #2 - Main Entry- Pico entrance
2. Parents/guardians will come to the “side gate” (gate #1) to present identification. Name and grade level of student requested are to be filed on a provided form.
3. School files and papers needed by personnel at main gate:
  - Emergency Cards
  - Release Dismissal
  - Class Roster
  - Earthquake Preparation Bulletins
  - Map Showing classroom locations
4. After processing information, personnel at the side gate will dispatch a runner where the student’s class is located. Requested student will be accompanied by runner to reunion gate (gate #2) after teacher has given permission for requested student to leave assigned area.
5. Parent/guardian is to proceed from main gate (gate #1) to reunion gate (gate #2). Parent and child will be reunited at this gate.

Runners will be assigned to gate #2 to assist where needed. Personnel at gate #2 will confirm that requested student recognizes individual picking him/her up. Personnel will require that parent/guardian sign for student. All schools records are to remain on campus and are not sent with requested student.







- I. A "take cover" warning indicates that an enemy attack is imminent and provides a short amount of time to reach the greatest security area.
  - II. Signal-Alternate long and short bells for period of at least one minute. In case of power failure, long and short whistles (used by runners) repeated five times or more.
  - III. Classroom situation-movement or signal to "take cover" position in your classroom.
    - A. From the regular classroom situations to a "take cover" position, a protective shelter area previously designated (by teacher to student).
      1. Position facing interior wall
      2. Back to windows
      3. Standing and quiet. Wait for further instructions.
      4. Ready to assume "Drop" position on their knees when the "Drop signal and command is given.
      5. Close all doors and windows. Lower Venetian blinds.
      6. Turn off gas, power equipment and appliances.
      7. Leave light on.
    - B. Signal to "Drop" from the "Take Cover" position will be a short single bell.
      1. On this bell signal the teacher will verbally yell, "drop".
      2. Drop to knees with back to the windows and knees together.
      3. Clasp both hands firmly behind the head covering the neck.
      4. Close elbows and forearms to cover face, protecting the head. Close eyes tightly.
      5. Stay in this position until the ringing of a long bell or one long whistle (approximately ten seconds) which signifies the termination of the drill.
- IV. Physical Education Classes-proceed as in the classroom situation. Refer to III above.
- V. Non-Classroom Situation-In case of a "Take Cover" drill before school, at recess or lunch, students and teachers will quickly proceed to their next period participate in drill as explained in III above. An oral review of the purpose and procedure may be done in lieu of actual practice.





California  
Distinguished  
School

**New West Charter**

**Emergency Dispersal Classroom Report**

TO: Emergency Operation Center

FROM: \_\_\_\_\_  
ROOM# \_\_\_\_\_

I was not able to account for the following students during/following the drill:

Name	Grade	Possible Location/Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EMERGENCY OPERATION CENTER**

At the conclusion of the drill, please place form in Dr. Barnett's hand or box(outside her office).



**New West Charter  
Health and Safety  
Procedures**

Scenario 1: Substance released inside a room or building

1. The school administrators will initiate the evacuate building. Staff will use designated routes or other alternative safe routes to an assigned assembly area, located upwind of the affected room or building.
2. The school administrators will call "911", L.A. school police Sergeant Mark Durrell (Los Angeles Police Department, West Los Angeles Area
3. The school administrators will instruct the security/utilities team to isolate and restrict access to potentially contaminated areas.
4. The security/utilities team will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
5. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Individuals who have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the first aid/medical team should assess the need for medical attention.
6. The assembly area team will prepare a list of people in the affected room or contaminated area, specifying those who may have had actual contact with substance. The assembly area team will provide the list to the school administrators and the emergency response personnel.
7. Any affected areas will not be reopened until Los Angeles County HazMat or appropriate agency provides clearance and the school administrator gives authorization to do so.





**New West Charter  
Health and Safety  
Procedures**

Scenario 2: Substance released outdoors and localized

1. The school administrator will immediately direct staff to remove students from the affected areas to an area upwind from the release. The school administrator will, if necessary, initiate evacuate building.
2. The security/utilities team will establish a safe perimeter around the affected area and ensure personnel do not reenter the area.
3. The school administrators will call "911", L.A. school police Sergeant Mark Durrell (Los Angeles Police Department, West Los Angeles Area
4. The security/utilities team will turn off local fans in the area of the release, close the windows and doors, and shut down the building's air handling system.
5. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water. Immediately remove and contain contaminated clothes. Individuals who have been contaminated "topically" by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases). A member of the first aid/medical team should assess the need for medical attention.
6. The assembly area team will prepare a list of people in the affected room or contaminated area, specifying those who may have had actual contact with substance. The assembly area team will provide the list to the school administrator and the emergency response personnel.
7. Any affected areas will not be reopened until Los Angeles County HazMat or appropriate agency provides clearance and the school administrator gives authorization to do so.



**New West Charter  
Health and Safety  
Procedures**

**Scenario 3: Substance released in surrounding community**

1. If the school administrator or local authorities determine a potentially toxic substance has been released to the atmosphere, the school administrators will initiate shelter-in-place.
2. Upon receiving the shelter-in-place notification, the security/utilities team will turn off local fans in the area; close and lock doors and windows; shut down all building air handling systems; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.
3. Staff and students located outdoors will be directed to proceed immediately to nearby classrooms or building (e.g., auditorium, library, cafeteria, gymnasium). Teachers should communicate their locations to the school administrators, phone, using the P.A. system or other means without leaving the building.
4. The school administrators will call "911", L.A. school police Sergeant Mark Durrell (Los Angeles Police Department, West Los Angeles Area).
5. The school administrators will turn on a radio or television station to monitor information concerning the incident.
6. The school will remain in a shelter-in-place condition until the Los Angeles County HazMat or appropriate agency provide clearance, or staff if otherwise notified by the school administrators.

