



NEWWESTCharter

A new direction in public education

Traditional High School Program

Emergency Procedures and Drills Guide 2022-23

Staff Directory for 1905 Armacost Ave, Los Angeles, CA 90025

Phone: 310-943-5444 Fax: 310-231-3399

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, Kaityln | 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 | Suchowiecky, 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 |

In the event of an earthquake...

- **Signal**

- Everything shaking

- **Action**

- Students and staff take shelter under tables, away from windows, or in doorways to avoid falling objects.
- After the shaking has stopped, students leave the room, shut door, turn off lights – teacher is last to leave.
- Leave all belongings in the classroom and evacuate the building in an orderly fashion.
- Teachers lead their students to Stoner Park and assemble via advisory groups.
- Teachers take attendance and wait for further instruction.

In the event of a drop/take cover event (nearby explosion, airplane crash, etc.)...

- **Signal**

- Alternating long and short bells or staff member.
- Office calls 911.

- **Action**

- Students and staff 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 emergency is over.

In the event of a lockdown...

- **Signal**

- One long bell, intercom, or staff member.
- Office calls 911.

- **Action**

- If inside: Lock doors, close blinds, turn off lights, move away from windows, remain silent.
- If outside: Move to closest room.
- Remain in shelter until notified by staff or law enforcement.

In the event of a fire...

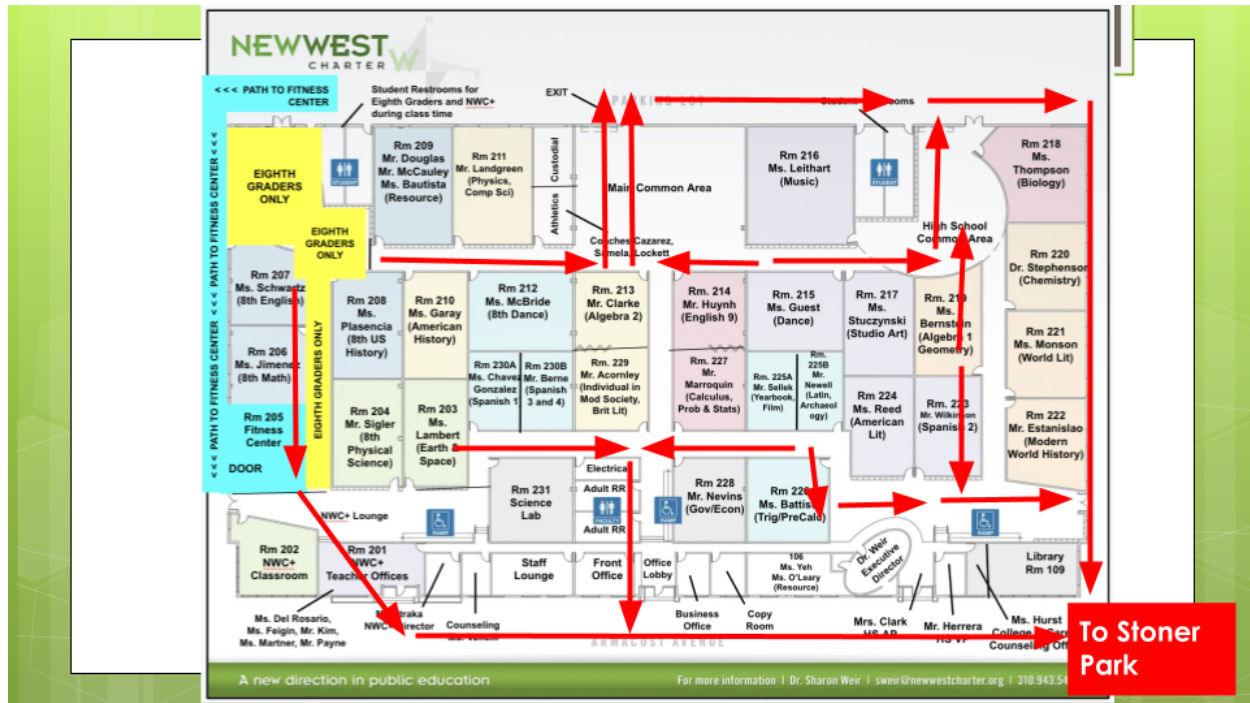
- **Signal**

- Fire alarms will activate (or a series of short intermittent bells if the power is out). Office calls 911.

- **Action**

- Students and staff leave the room, shut door, turn off lights – teacher is last to leave.
- Leave all belongings in the classroom and evacuate the building in an orderly fashion.
- Teachers lead their students to Stoner Park and assemble via advisory groups.
- Teachers take attendance and wait for further instruction from fire department.

Armacost Campus Evacuation Routes Map



Evacuation Routes to Gathering Location at Stoner Park





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.





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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
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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.

