

**Interoffice Memorandum
Los Angeles Unified School District
*Florence Nightingale Middle School***

DATE: August 25, 2026
TO: Staff
FROM: A. Guzman Jr., AP
Cc: T. Hailey, Principal
SUBJECT: EARTHQUAKE/FIRE DRILL on September 1, 2026

BACKGROUND AND OBJECTIVES

We will have an Earthquake/Fire Drill on Tuesday, September 1, 2026, at 9:30 a.m. The drill will allow us to practice using the evacuation routes and meeting areas in the emergency assembly area. Our school must carry out a Earthquake/Fire drill to ensure everyone's safety during a real emergency.

The drill objective is:

- to acquaint students and staff with the signal for a fire alarm: a series of bells and pauses will be used as follows:
 - ✓ a ten-second bell followed by
 - ✓ a five-second pause

Will change with our new bell system

PREPARATION BEFORE DRILL

- Before the emergency drill, please prepare the students by reviewing the Emergency Evacuation Routes. This map must be posted in your classroom/office.
- Inform and review with students that, during an emergency, only their parent(s), guardian(s), or other adult listed on their Emergency Card may pick them up from school.
- The emergency drill folder you were provided contains all the information you or a substitute teacher will need in the event of a drill or emergency.
- Ensure that students understand that during a real earthquake, the PA and bells may or may not be operational, so the teacher or staff member will give the command "DROP". At that time, students are to drop to their knees, take cover under a desk/table, and hold on to the legs of the furniture. **PRACTICE** with your students at the beginning of the period by saying "**DROP**," making sure each student knows what to do.

EARTHQUAKE/DROP/COVER/HOLD ON DRILL PROCEDURE

Step 1

Time: 9:30 AM -A hypothetical earthquake scenario will be read over the P.A. system complex-wide.

You will hear the following announcement:

"Your attention, please. We are experiencing seismic activity. For everyone's protection, all students should follow drop, cover, and hold-on procedures. You should be in a protected position under a table or desk, away from windows and anything that could fall and/or hurt you. Hold this position until the shaking stops or you are given further instructions. This is a drill."

Step 2

After the scenario, the signal for the drill to begin will be made over the PA. **Please do not have your students drop or exit your classroom until the signal is given.**

Indoor Earthquake Procedures: (Teacher reads to class)

1. Drop to your knees, facing away from the windows.
2. Get under a desk or table and hold on to the furniture where possible.
3. Fold your body onto the floor with arms close to your knees.
4. Place your head as far as possible between your knees and grasp the furniture legs.
5. Stay in this position until the shaking stops.

Step 3

FIRE/EVACUATION DRILL PROCEDURE

The following announcement will be made on the PA system:

"Your attention, please. We need to evacuate all buildings. Teachers are to take their students and their rosters to the assembly area and report to their designated area. Students are to remain with their teacher. Teachers need to close the classroom door when all students have left."

After hearing this message, please follow the procedure below.

1. Teachers will instruct students to evacuate the building, using designated routes, and assemble in their assigned Assembly Area.
2. Teachers will take their emergency folders. Before you exit your room, ensure no one is left behind; make note of anyone who was left behind on the Missing/Injured Persons Report Form.
3. Teachers are to walk with their class, in an orderly fashion, to their designated area and remain with their classes at all times.
4. Take attendance to verify that all students are present. Students must remain standing or seated together as a class in 2 rows throughout the drill.
5. Teachers must list missing students or injured students on the Missing/Injured Persons Report Form.

6. Teachers are to account for any students with a cognitive disability who may not have understood the directions.
7. Mr. Gutierrez (TSP) will collect 5-column rosters and the Missing/Injury Persons Report Form.
8. The Accountability Liaison will compile a master accounting of all persons on campus and make the information available to the Operations Section Chief and Incident Commander.
9. The "All Clear" signal is one long bell and/or oral notification by staff that the drill is over.

Emergency Area:

Blacktop

All out-of-classroom **support staff** are to guide students to the assigned area as you make your way to the command center (In front of the STEM building) to check in and be provided an area to support.