Downey Adult School
Health & Safety Plan

Effective Date: July 1, 2019
Revision Date: July 1, 2025
Revision Date: September 9, 2026

Contacts:
Emergency (Day): Call ext. 6200/6211 or 911
Emergency (Evening): Call ext. 6200, Night Administrator or 911
Security Concerns: 562-469-6500

Health and Safety Statement
Health and safety at Downey Adult School (DAS) is undertaken in accordance with relevant institutional, industrial, governmental agency regulations and policies and procedures contained in the Campus Safety Policy. This plan is intended to promote a safe, secure, healthful learning and work environment. The plan outlines the protocol for the management of the health and safety of employees, students, and guests in cases of sickness, accidents, fire safety, emergency and evacuation, security and safety on campus.

Employee Health Resources
DAS employees have access to the following health resources:

- Health briefs sent to employees on a continual basis from the Human Resources Office.
- Healthy Downey resources including on and off-site services and incentives.

Emergency Notification
DAS uses (Core Campus) a third-party registration system which is regularly updated with student and faculty contact information. The system is used to notify students of campus-wide emergencies or closures via email. Administration regularly tests the system to verify that it meets our needs. Students are responsible to ensure that their contact information is up-to-date and accurate. Students are also notified of class cancelation via Canvas, if their class utilizes Canvas.

Campus Access
The hours of operation of DAS are available to employees and the public on the school's web site. Students and employees will be notified of emergency campus closures and reopening through school's web site.

Annual Security Report
An Annual Security Report is available to the public on the School web page under *About Us*. The plan is developed by Administration based on information provided by the Downey Police Department. The Annual Security Report will be published by October each year.

Smoking
Downey Adult School is a smoke free campus.

Procedures for Investigating Incidents
All incidents on campus are followed up with an Incident Report, which is available electronically for our staff. The Administration evaluates the incident and response to determine if further action or improvement in safety practices is needed. Incident Reports are filled out by instructors, supervisors or students.

Instructor Responsibility
Instructors oversee safety training for students and enforcement of safety in the classroom, lab and shop areas. Students must comply with safety training and practice as required per their program.

Student Responsibility
As defined in the Occupational Safety and Health Act of 1970, all persons are required to understand the safety and health requirements of their specific area of training and employment. Safety instruction is an integral part of our Career Technical programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Students are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety or security concerns to their instructor. Violation of these standards may result in the imposition of sanctions or discipline.

Employee Responsibility
As defined in the Occupational Safety and Health Act of 1970, all persons are required to understand the safety and health requirements of their specific area of training and employment. Safety instruction is an integral part of our Career Technical programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Employees are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety or security concern to their instructor. Violation of these standards may result in the imposition of sanctions or discipline.

Safety Resources
Safety Resource Centers identify the location of program specific safety resources such as sharps disposal, Safety Data Sheets (SDS) and eye wash stations. First aid kits are in each classroom. First aid kits and AED's are also located in our main office building on campus and in M106.

Fire
If you see a fire, activate the alarm at the pull station. Vacate the building immediately. If quickly accessible, you may take personal items. Do not return to the building until an "all clear" from security or the fire department has been given and the alarm ceases. To report a fire:

- To report a fire during the day, call extension **6200/6211** (the office manager will call the fire department) and call the Fire Drill code.
- During the evening, call **911** and then **562-631-3139** (Principal)

Behavioral disturbance or any other issue that requires security intervention

A behavioral disturbance can be either verbal or physical. Instructors can push the button on the classroom wall or microphone to notify the main adult school office that there is a problem. The main adult school office will radio security to your classroom. If you observe a behavioral disturbance, suspicious behavior or any other issue that requires urgent security assistance on campus, report your specific observations:

- Call **562-940-6200 and/or ext. 6211** and request that the operator send Security to the classroom or area where the disturbance is occurring.
- During the evening, call **6200** or Administrator on campus and if necessary, **911**.

Medical Emergencies

Report minor medical emergencies to your instructor or another school employee. For a life-threatening medical emergency or if you are unsure:

- During the day, push the red emergency button in your classroom, or call extension **6211 and/or 6200** and request that the operator call for the paramedics
- During the evening push the red emergency button in your classroom or call **6200 and/or Administrator on duty** and if necessary, **911**.

Internal/External Threat Situation

In the event of an internal/external threat (Active Shooter) incident, the "**Lockdown**" safety protocol will be implemented. **CALL 911 WHEN IT IS SAFE TO DO SO**

RUN

- Have an escape route and plan in mind
- Leave your belongings behind

HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone

FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter

How to Respond When Law Enforcement Arrives

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- always keep hands visible

Information You Should Provide to Law Enforcement or 911 Operator

- Location of the active shooter(s)
- Number of shooters
- Physical description of shooter(s)
- Number and type of weapons held by shooter(s)
- Number of potential victims at the location

Earthquake
Take cover under a desk or table, if possible. If not, get near an interior wall, drop, cover and hold on. Stay away from windows. Remember to wait for **TWO MINUTES** after tremors stop and then evacuate as per drill instructions. In the meantime; **DROP, COVER, HOLD ON,** and **DON'T PANIC.**

- During the day, call extension **6211** to report injuries.
- During the evening, call **6200 and/or Administrator on duty** and if necessary, **911**.

Suspicious Package
If you find a suspicious package:

- Do not touch or use cell phones or two-way radios near the package.
- During the day, call extension **6211.**
- During the evening, call **6200 and/or Administrator on duty** and if necessary, **911**.

Environmental Hazards

Blood Spills
If you see blood that has been spilled onto the floor or other surfaces, notify your instructor or another employee. Do not attempt to clean up the blood yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids:

- For skin exposure or blood that comes in contact with an open wound, wash the area thoroughly with soap and water.
- For a blood splash to the eyes, nose or mouth rinse copiously with tap water.
- Report any blood exposure to your instructor or another employee.

Other Hazardous Materials
Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks, or other materials. If you smell or see a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance.

- During the day, call extension **6211.**
- During the evening, call **6200 and/or Administrator on duty** and if necessary, **911**.

Note: If you have been exposed to a powder or other substance, do not touch your face or attempt to clean up the desk or countertop. If a sink is available in your work area, wash your hands, arms and face with soap and water.

COVID-19
DAS and DUSD follows and upholds all recommendations, guidelines, and restrictions set forth by the Los Angeles County Department of Public Health, Los Angeles County Office of Education, State of California, and United States Federal Government. Due to the ever-changing nature of COVID-19, recommendations, guideline, and restrictions will be made available to all students, faculty, and staff through the DUSD website and social media platforms.

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Additional Information
For additional information regarding Downey Adult School's health and safety measures as well as emergency response information, please see the DAS website or the Annual Security Report.

Goals

- Enhance safety and security knowledge of our department staff to include scenario-based trainings
- Increase communication campus wide by setting the standard within our own department

Annual Review - Confirmation

An annual review of the Downey Adult School's Health and Safety Plan will be conducted by the school's administration, faculty, and staff during the Annual Staff Meeting generally held every October

Meeting	Date	Administrator's Initials Confirming Plan Review
DAS Staff	October 2026	
DAS Staff	October 2027	
DAS Staff	October 2028	
DAS Staff	October 2029	
DAS Staff	October 2030	