

INTER-OFFICE CORRESPONDENCE
Dodson Middle School
Los Angeles Unified School District
Local District South

TO: Teachers
FROM: Adam Reyes, Intervention Coord.
SUBJECT: FIRE DRILL Protocol

DATE: August 14, 2025

Dear Staff:

Dodson Middle School will be holding a Fire Drill on Friday, August 15, 2025 during the beginning of period 2 as part of our monthly Emergency Drills. Teachers will report to the PE Field to line up in the designated location. Teachers without a class are to report to the Command Center by the girl's locker room and once accounted for, assist support personnel.

1. Listen for the fire alarm at approximately 9:30 A.M.
2. Go to your evacuation location on the blacktop; have your students sit on the grass in two straight lines. If the grass is wet, let them remain standing. Redirect any student who does not belong to you.
3. Count the number of students you have in total.
4. Complete All Clear Drill/Emergency Status Report
5. Wait for the support staff assigned to collect your ALL CLEAR form.
6. Teachers without a homeroom, main office and health office are to report to the Command Center by the girls' locker room and once accounted for, assist support personnel with the collection of completed All Clear Drill/Emergency Status Reports.
7. Students will RETURN to Period 2.

Turn over for assignments

SUPPORT PERSONNEL BLACKTOP ASSIGNMENTS (Collect ALL Clear Forms)

Library & Rooms 1-10:	Medina & Ventimiglia
Rooms 11-22	Martin-Keck
Rooms 23-34:	Sapper
Rooms 35-45:	Ramirez
Rooms 46-50; B5-B10	Mansour & Baldonado
B11-B17:	Cho
PE	Fernandez

SUPPORT STAFF CAMPUS SWEEPING ASSIGNMENTS (SECURE doors, students cleared to evac. area)

Library & Rooms 1-18:	Ester
Rooms 19-26	Ester
Rooms 27-38:	Ericka
Rooms 39-47: B12-B17	Carter & Jesse (Cart)
Rooms B5-B11 ; 50	Carter & Jesse (Cart)
Hallway Carter Hall to Bus Lane	Norma
Northside Lombino Lawn to Bus Lane	Christina
Southside Lombino Lawn to Bus Lane	Navas
Main Gate	Elizabeth OR Janet OR Norma

SUPPORT STAFF ASSIGNMENTS ON BLACKTOP

PE Boys Restroom	Jesse
PE Girls Restroom	Carter

INCIDENT COMMAND AREA

Macias

Rendon

La Haie

Reyes

Amimoto

*All teachers with conference period

**All staff (Cafeteria, custodial, support personnel, etc)

NURSE at Support area (by ramp)