



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Environmental Health Advisory Procedures

NUMBER: REF-886.3

ISSUER: Robert Laughton, Director
Office of Environmental Health and Safety

Thelma Meléndez, Ph.D., Chief Executive Officer
Office of Educational Services

DATE: March 30, 2015

ROUTING
All Schools and Offices

PURPOSE: This Reference Guide is to establish procedures for the notification of school sites and offices in the event an air pollution episode is declared. The South Coast Air Quality Management District (SCAQMD), California Air Resources Board (CARB) and Local/State public health departments are the agencies that declare health advisories related to air pollution episodes. This Reference Guide also establishes notification procedures for hazardous weather conditions.

MAJOR CHANGES: This Reference Guide replaces *REF-886.2, Health Advisory/Air Pollution Episodes Procedures*, issued on August 5, 2011. Procedures have been updated to include provisions for alerting schools and offices of high winds and other weather conditions.

INSTRUCTIONS: I. ALERT NOTIFICATION AND TERMINATION PROCEDURES

In the event a health advisory is issued or an air pollution episode is declared, the Office of Environmental Health and Safety (OEHS) will initiate the following procedures:

- A. ALERT NOTIFICATION – OEHS will issue an advisory to affected schools or offices and distribute as necessary.
- B. POSTING ON OEHS WEBSITE – Advisory information will be posted on the OEHS website homepage at <http://achieve.lausd.net/oehs> throughout the duration of the air quality episode.
- C. TERMINATION OF AIR POLLUTION ALERT – OEHS will issue an advisory indicating termination of the air quality episode if the original advisory does not indicate an end date. The OEHS website will also be updated to reflect termination of the episode.



II. SITE ADMINISTRATOR RESPONSIBILITIES

A. Check OEHS website daily to determine if an air quality episode is in effect or has been predicted for the following day. Advisories may also be faxed or emailed directly to schools.

B. Regular School Program

1. Alert teachers, staff, students, and all other site users (e.g., Youth Services, Early Education Centers, Continuation Schools, and Adult Schools) regarding the health advisory.
2. Implement physical activity restrictions described in Section III.
3. Students and staff with special health problems should follow any additional precautions recommended in writing by their physician. This information must be recorded on the student/employee health card.
4. School site administrators should consider sending notification of predicted air pollution levels for the following day by issuing a letter to parents (See Attachment A sample letter).

C. Interscholastic Athletic Programs

1. Observe physical activity restrictions described in Section III.
2. If an air pollution episode is expected but has not yet occurred at the time an outdoor interscholastic game or event is scheduled to begin, that event may begin as scheduled.
3. If an outdoor interscholastic game or event is scheduled to begin and an air quality episode is in effect, precautions outlined in the advisory must be followed, which may necessitate event augmentation or cancellation. The school should communicate with the Interscholastic Athletics Office to coordinate cancellation or rescheduling of the game or event, as appropriate.

III. PRECAUTIONS

A. OEHS will provide specific precautions based on the following SCAQMD reference chart:



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

Health Categories	Ozone	Very Small Particles (PM2.5)	Small Particles (PM10)	Carbon Monoxide (CO)
VERY UNHEALTHY (201 to 300)	Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion (participation in strenuous sports activities or exercise); everyone else, especially children, should limit outdoor exertion.	People with respiratory or heart disease, the elderly and children should avoid any outdoor activity; everyone else should avoid prolonged exertion.	People with respiratory disease, such as asthma, should avoid any outdoor activity; everyone else, especially the elderly and children, should limit outdoor exertion.	People with cardiovascular disease, such as angina, should avoid exertion and sources of CO, such as heavy traffic.
UNHEALTHY (151 to 200)	Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children, should limit prolonged outdoor exertion.	People with respiratory or heart disease, the elderly and children should avoid prolonged exertion; everyone else should limit prolonged exertion.	People with respiratory disease, such as asthma, should avoid outdoor exertion; everyone else, especially the elderly and children, should limit prolonged outdoor exertion.	People with cardiovascular disease, such as angina, should limit moderate exertion and avoid sources of CO, such as heavy traffic.
UNHEALTHY FOR SENSITIVE GROUPS (101 to 150)	Active children and adults, and people with respiratory disease, such as asthma, should limit prolonged outdoor exertion.	People with respiratory or heart disease, the elderly and children should limit prolonged exertion.	People with respiratory disease, such as asthma, should limit outdoor exertion.	People with cardiovascular disease, such as angina, should limit heavy exertion and avoid sources of CO, such as heavy traffic.
MODERATE (51 TO 100)	Unusually sensitive people should consider limiting prolonged outdoor exertion.	None	None	None
GOOD (0 to 50)	None	None	None	None



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

IV. POSTING SMOG ALERT SIGNS

Smog Alert signs must be posted at main entrances and the Main Office following notification of a Smog Alert (see Attachment B; select the sign corresponding to the Smog Alert Level: Stage 1, Stage 2, or Stage 3). Written or public address system announcements may be used in conjunction with posting signs to notify students and staff of the Smog Alert and the resulting changes in scheduled activities.

V. HIGH WIND WARNINGS

In the event a high wind warning is issued, OEHS will issue an advisory to affected schools or offices and distribute as necessary. The National Weather Service issues high wind warnings for sustained surface winds greater than 40 mph lasting more than an hour, or winds over 58 mph over land that are either predicted or occurring for an unspecified period of time.

VI. HEAT & OTHER WEATHER WARNINGS

In the event an elevated heat warning is issued, OEHS will issue an advisory to affected schools or offices and distribute as necessary. Should other extreme weather conditions warrant notification, OEHS will notify affected schools or offices.

RELATED

RESOURCES:

OEHS Website: <http://achieve.lausd.net/OEHS>

South Coast Air Quality Management District Website: www.aqmd.gov

Telephone SCAQMD: 1-800-CUT-SMOG (1-800-288-7664)

ASSISTANCE:

For information regarding air quality compliance issues, call the Office of Environmental Health and Safety (213) 241-3199.

For information regarding Interscholastic Athletics, contact the Interscholastic Athletics Office at (213) 241-5847.

For assistance or further information on student medical issues, call Student Medical Services (213) 765-2830.



ATTACHMENT A

SAMPLE LETTER TO PARENTS

(School Letterhead)

(It is recommended that this letter be used as a guide to notify parents of a pending health advisory episode from the South Coast Air Quality Management District.)

(Date)

Dear Parent or Guardian:

A health advisory episode (smog alert) has been issued for tomorrow by the South Coast Air Quality Management District (SCAQMD). When the alert is given, school staff will reduce physical outdoor activities to minimize the effect on children. It is suggested that parents do the same at home after school, if the smog alert is still in effect. Have children avoid strenuous outdoor activities at home. For up-to-date, on-the hour information, call the SCAQMD at 1-800-288-7664.

During a health advisory episode, we can all help by reducing our driving. Automobiles cause the most smog. Fewer cars on the road during smog alerts will help reduce the smog in the air. Let us all do our part to help the children.

Sincerely,

Principal



MODELO DE CARTA PARA LOS PADRES DE FAMILIA

(Use el membrete de la escuela)

(Se recomienda que esta carta se utilice como una guía para notificar a los padres de familia sobre un aviso de peligro para la salud emitido por el Distrito para el Control de la Calidad del Aire en la Costa Sur.)

(Fecha)

Estimado Padre de Familia o Tutor:

El Distrito para el Control de la Calidad del Aire en la Costa Sur, (SCAQMD, por su acrónimo en inglés) emitió un advertencia sobre una situación de peligro para la salud (alerta de niebla tóxica) para mañana. Cuando la advertencia entre en efecto, el personal de la escuela reducirá las actividades físicas al aire libre para minimizar el efecto de la toxicidad sobre los niños. Se sugiere que los padres de familia hagan lo mismo en sus hogares después de las horas de clase si la advertencia está todavía vigente. Indíquelo a los niños que eviten actividades extenuantes afuera. Si desea información actualizada cada hora puede llamar al SCAQMD, teléfono 1-800-288-7664.

Durante una advertencia de este tipo todos podemos ayudar disminuyendo el uso de los automóviles. Los vehículos son la causa de la mayor parte de la niebla tóxica. La presencia de menos automóviles en las carreteras durante advertencias de niebla tóxica reduce la contaminación del aire. Pongamos todos nuestra parte para el bienestar de los niños.

Atentamente,

Director



SMOG ALERT SIGNS

**STAGE 1
SMOG ALERT**

**PREDICTED FOR
TOMORROW**

**AIR QUALITY
UNHEALTHFUL**

**Reschedule Vigorous
Outdoor Activities**

ATTACHMENT B



SMOG ALERT SIGNS

**STAGE 2
SMOG ALERT**

**PREDICTED FOR
TOMORROW**

**AIR QUALITY
UNHEALTHFUL**

**No Outdoor
Physical Activities**



SMOG ALERT SIGNS

**STAGE 3
SMOG ALERT**

**PREDICTED FOR
TOMORROW**

**AIR QUALITY
HAZARDOUS**

**No Outdoor
Physical Activities**