

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Division of District Operations

**To:** All Staff  
LAUSD Administrative Headquarters

**Date:** November 3, 2016

**From:** Yekaterina Boyajian  
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**RE: MEDICAL OR OTHER EMERGENCIES  
LAUSD ADMINISTRATIVE HEADQUARTERS**

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In order to allow for a quicker response of paramedics or any other emergency personnel, please follow the steps below in the event of an emergency:

1. Call 911. Be sure to confirm with them the building address, floor, and cubicle location and the nature of the emergency.
2. Call Headquarters Security at (213) 241-1692. Provide the floor, cubicle location, nearest column number, nature of the emergency and a description of the location on the floor (i.e. 3<sup>rd</sup> and Beaudry, near stairwell #3)
3. Call the Office of the Building at (213) 241-1320 and provide the same information.

**NOTE:** By calling HQ Security and the Office of the Building, preparations can be made to isolate an elevator for the use of the emergency personnel. This advance preparation can save critical time when the emergency vehicles arrive.

In addition, we advise that you send a staff member to the freight elevator/passenger elevator lobby to meet with the emergency personnel to assist in the exact location of the emergency.

Please contact the Office of the Building at (213) 241-1320 if you have any questions or concerns.

Thank you.