



TITLE: Use of School Facilities in an Emergency or Disaster Situation

NUMBER: BUL-6084.0

ISSUER: Michelle King
Senior Deputy Superintendent
School Operations

Earl R. Perkins
Assistant Superintendent
School Operations

DATE: June 11, 2013

PURPOSE: The purpose of this Bulletin is to inform District personnel of the guidelines for outside agencies using an LAUSD school during an emergency or disaster.

MAJOR CHANGES: This bulletin replaces BUL-2450.1 of the same subject, issued by the Office of Chief Operating Officer, dated December 23, 2009. This bulletin reflects current District organization and contact information.

GUIDELINES: The following guidelines apply.

I. BACKGROUND

- A. Legislative action by federal, state, and local governmental agencies and subsequent authorization by the Board of Education has provided for the use of school facilities for certain specific purposes in an emergency or disaster situation. The contents of this bulletin have been discussed with the American Red Cross, Chiefs of Police and Emergency Managers of communities and unincorporated areas located within the Los Angeles Unified School District.
- B. Various public laws, ordinances and regulations require the services of public agency personnel, including school personnel, and the use of public agency facilities, including school facilities, in the event of a declared emergency or disaster situation.

II. PURPOSE OF USE

School facilities may be used by outside agencies during a declared or proclaimed disaster or emergency, subject to the procedures laid out in Section V of this bulletin. School facilities may be used for the following

ROUTING

Instructional Superintendents
Administrators of Operations
Operations Coordinators
School Site Administrators



purposes:

- A. Shelter and associated activities of displaced persons by the American Red Cross.
- B. Welfare Center – Administrative headquarters and facility for provision of direct aid to individuals by city or county agencies.
- C. Medical – Medical point of dispensing (MPOD) for medication or vaccination dispensing; first aid station (in extreme emergencies only).

III. PROCEDURES FOR SCHOOL PERSONNEL

Procedures outlined below abide by applicable disaster laws and regulations and disaster agreements between the District and various entities. School administrators shall follow the below procedures when a request is made by an outside agency to use school facilities in a declared or proclaimed emergency:

- A. A school site may not be used by any agency without first contacting the Office of Emergency Services at (213) 241-3889 or the Los Angeles School Police Department at (213) 625-6631. If an agency contacts the school directly, the agency will be asked to contact one of the above entities.
- B. School administrators or their designees shall receive authorization from School Police Watch Commander prior to permitting the use of any school facility by an outside agency. The Watch Commander will notify the Office of Emergency Services at (213) 241-3889 and School Operations at (213) 241-5337.
- C. The American Red Cross is the agency designated to operate emergency shelters in LAUSD.
- D. Personnel, supplies and equipment necessary for emergency use must be provided by the agency requesting their use.
- E. School materials may be used, pending the arrival of those from the agency, provided that a receipt, specifying type and quantity, is obtained from an authorized agency representative. The outside agency is to reimburse the school/District for all costs.
- F. The Los Angeles School Police Department will provide a school police officer to the school for the duration of the emergency



LOS ANGELES UNIFIED SCHOOL DISTRICT Policy Bulletin

activation. All costs associated with outside emergency use will be reimbursed by the requesting agency.

- G. The District may assign an employee to provide logistical support for the event. All costs will be reimbursed by the requesting agency.

VI. RESPONSIBILITIES OF DISTRICT PERSONNEL DURING EMERGENCY USE

District personnel are responsible for:

- A. Final decisions concerning the availability of the facilities that are requested or needed.
- B. Selection of specific areas of the site to be used.
- C. All site personnel are required to perform their assigned duties until such time as they are relieved or released by the administrator in charge.

V. PROCEDURES TO OBTAIN USE OF SCHOOL FACILITIES

- A. The person in charge from the outside agency or his designee shall call one of the following to request use of school facilities:
 - 1. Office of Emergency Services (213) 241-3889.
 - 2. Los Angeles School Police Department Watch Commander, (213) 625-6631.
- B. The request should indicate the name and address or general location of the school facility needed, the purpose for which it will be used (medical, shelter, welfare), and the name and complete contact information of the agency submitting the request.
- C. In the event that communication by telephone is not possible, notify any Los Angeles Police Department station or officer and request assistance in contacting the Los Angeles School Police Department.

AUTHORITY: This is a policy of the Los Angeles Unified School District.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Policy Bulletin

RELATED RESOURCES: Disaster Service Workers – California Government Code, Title 1, Division 4, Chapter 8, Section 3100

Declares that public employees are Disaster Services Workers, subject to such disaster service activities assigned to them by their superiors or by law. Public employees include all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. This law applies to public school employees in the following cases: 1) When a local emergency has been proclaimed; 2) When a state emergency has been declared; or 3) When a federal disaster has been declared.

Good Samaritan Law – California Civil Code, Section 1714.2

No one will be liable for civil damages from acts or omissions while rendering emergency care in compliance with standard Red Cross or American Heart Association guidelines.

Post-Disaster Shelters, Federal, State, City, County School District Agreements

Designates the American Red Cross as the lead agency in providing mass care shelters for the public. Schools may be used for mass care shelters, but school activities take precedence. Schools are to provide their own resources for sheltering students during an emergency.

ASSISTANCE: For further information, please contact Jill Barnes, Coordinator, Office of Emergency Services, at (213) 241-3889.