



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Communication with Other Schools, Offices, and School Districts Regarding Incidents of Violence and other Emergencies

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MAJOR CHANGES: This Bulletin replaces Bulletin BUL-5066.0, dated March 31, 2010, issued by the Office of the Chief Operating Officer. The revised Bulletin reflects current District organization and contact information.

GUIDELINES: The following guidelines apply:

ROUTING
All Schools and Offices

I. INTRODUCTION

Incidents of violence and other emergencies on or near school campuses often impact nearby schools and/or the surrounding community. Schools must share information with each other and with appropriate offices for everyone's safety. Sharing information adds to the District's situational awareness about an event, allows schools to act proactively to place protective measures in place, and provides accurate information to counteract any rumors spread via social media or other means.

For example, incidents such as drive-by shootings or gang-related fights occurring at or in the immediate vicinity of a school may involve victims and/or suspects from more than one school campus. Incidents that occur in the community may have implications on multiple campuses, and may involve siblings that attend different schools. Disasters involving toxic fumes or chemical leaks may impact several campuses in the same geographic area.

II. COMMUNICATION RESPONSIBILITIES

During an emergency, school administrators should be guided by emergency protocols established in the Safe School Plan Volume 2, and District bulletins regarding emergency response actions for specific situations, such as lockdowns



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or a hazardous materials release. Administrators should use appropriate judgment for any incident not specifically covered by District policy. In addition to the required responses to emergencies, the following communications should occur:

- Schools (especially at the secondary level) will alert surrounding school campuses about incidents/events which may have repercussions at specific locations other than where the initial incident occurred. The school where the initial incident occurs will also open and submit an ISTAR for any incident that impacts multiple campuses. Co-located schools will also ensure that all schools on a campus are notified of incidents that may impact their school community. Notifications may also include the school(s) in the residence areas of traveling students, and/or parents and community members. Schools must also inform their Educational Service Center (ESC) Operations of any incidents that may impact multiple schools.
- Educational Service Centers will notify other appropriate offices/units/divisions if information needs to be passed to a larger number of schools regarding potential problems. ESCs will also notify appropriate offices in other school districts if they feel that a serious problem occurring in LAUSD might affect schools in an adjacent district.
- The Los Angeles School Police Department will notify other appropriate law enforcement jurisdictions as necessary regarding serious or criminal incidents. This may include notifying agencies in the residence areas of travelling students.
- The Office of School Operations will inform appropriate employee bargaining units about specific serious incidents which may involve or affect members of the bargaining unit.
- The Office of Communications will contact the County Office of Education for additional dissemination of information.

ASSISTANCE: For assistance or further information, please contact your Educational Service Center Operations Coordinator or School Operations at (213) 241-5337.

RELATED RESOURCES: Safe School Plan Volume 2, Emergency Procedures