



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Emergency Broadcast on School Police Radio Frequency

**NUMBER:** BUL-6357.0

**ISSUER:** Michelle King, Senior Deputy Superintendent  
School Operations  
Office of the Superintendent Steven Zipperman, Chief of Police  
School Police Department

**ROUTING**

All Schools and Offices  
Instructional Area Superintendents  
Administrators of Operations  
Operations Coordinators  
Principals  
Non-School Site Administrators  
School Administrative Assistants

**DATE:** August 15, 2014

**PURPOSE:** The purpose of this bulletin is to inform District personnel of the guidelines for using the two-way radio system to report an emergency.

**MAJOR CHANGES:** This bulletin replaces BUL-3857.0 of the same subject, issued by the School Police Department, dated August 20, 2007. This bulletin clarifies District emergency radio transmission procedures, and reflects current District organization and contact information.

**BACKGROUND:** LAUSD base station radios, mobile units, and designated handheld radios are programmed with a channel that provides direct contact with the Los Angeles School Police Department (LASPD). This channel is provided as a backup system FOR EMERGENCY USE ONLY. The School Police frequency is to be used by non-police personnel only during a failure of the phone system and/or a landline or cell phone is not available. Using the phone instead of the radio results in faster service. The Communications Center is staffed with several Police Communications Representatives (PCR) to accept phone calls. Only one person is assigned to monitor radio transmissions, and those must be managed one emergency transmission at a time.

**PROCEDURES:** PROCEDURES FOR NON-POLICE PERSONNEL

Telephoning the School Police Communications Center at 213-625-6631 is the primary method for contacting LASPD.

If a landline or cell phone is not available, emergency assistance may be requested using any base station radio, a district vehicle equipped with a mobile radio, or a designated handheld radio.



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Transmit the following emergency message:

“School Police, this is (site/unit name). This is an emergency.”

The School Police Communications Center will acknowledge the transmission and obtain the information necessary to determine the type of emergency and the service or assistance required. The appropriate service or assistance will then be provided.

During the emergency transmission, no other radio is to transmit on the emergency frequency unless it is involved in the emergency, has its own emergency, or a message is directed to it by the PCR in the Communications Center. The PCR may prevent other radios from transmitting during the emergency.

When the emergency has concluded, the PCR shall broadcast an announcement to advise personnel that the emergency is cleared.

Following the emergency, non-police personnel are to return their site-based radio to their local frequency.

During a large-scale emergency that impacts a significant portion of the District, if phone lines are not operational, school police personnel will transmit on an alternate channel so that the Communications Center can receive reports from schools equipped with base station radios. Emergency radio use and guidelines are found in REF-6343.0, *School Based Radio Systems*.

**AUTHORITY:** This policy is established by the Los Angeles Unified School District and complies with all relevant Federal Communications Commission (FCC) guidelines.

**RELATED RESOURCES:** REF- 6343.0 *School-Based Radio Systems*

**ASSISTANCE:** For assistance or further information, please call the School Police Watch Commander Sergeant at (213) 625-6631.