



LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDE

**TITLE:** Inter-Campus/District-Wide Safety Communications Test

**NUMBER:** REF-6537.0

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**DATE:** July 27, 2015

**ROUTING**

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

**MAJOR CHANGES:** This Reference Guide updates REF-5854.2 of the same subject dated August 15, 2014, issued jointly by the Chief Information Officer and the Senior Deputy Superintendent, and reflects current District organization.

**PURPOSE:** The primary function of testing the District’s communications systems is to ensure that the District can collect status information from school sites in an emergency or disaster. This information will be used to coordinate and dispatch appropriate support personnel and equipment in an emergency.

In addition to testing the emergency radio system, the semi-annual communications test includes the following communication systems and essential services:

- The Superintendent’s Emergency Notification System for notifying school principals
- The essential services on main fax lines at schools
- The coordination of communications using the Bus Operations radio frequency
- The floor warden radio testing at the Beaudry building
- The radio operations of the Maintenance & Operations Branch

**BACKGROUND:** The District-wide emergency preparedness exercises and drills, under the direction of School Operations - Emergency Services, are conducted twice a year. The inter-campus/District-wide communications test is always scheduled to take place in conjunction with the fall and spring drills. Specific drill dates can be found at <http://achieve.lausd.net/emergencyservices> on the Administrator’s Corner page, and in the LAUSD Reference Guides for the fall and spring District-wide emergency exercises. The communications test follows the same procedures that will be used in an actual emergency. Therefore, each school’s participation in this exercise is critical, and all schools are expected to participate.



In an emergency when phone lines are inoperable, the District-wide radio network is used to compile information about significant damages and injuries at each site. Using this information, the District can properly assess the impact of an emergency, request help from other agencies, and properly assign resources and assistance to those sites with the greatest needs.

**INSTRUCTIONS:** I. SCHOOL SITE RADIO SYSTEM

Throughout the District, inter-campus radio communications are grouped geographically and for optimal radio transmission. As a result, some sites are assigned to reporting units outside their feeder schools or Local District for optimal radio reception. Sites have also been grouped to avoid obstacles that may inhibit radio reception. The radio communications test is designed to ensure that the radio equipment and communications systems are working properly. The ITD Radio Unit is responsible for the repair and upkeep of the radio communications system. If a site experiences problems during the test, information will be forwarded from School Police and the radio test drill reports to the ITD Radio Unit to analyze and resolve radio issues.

A. Preparing for the Radio Communications Test

1. Calendar the emergency communications tests, using dates from the Office of Emergency Services website and the LAUSD fall and spring emergency exercise Reference Guides.
2. Identify the radio to be used for the test. Reporting schools (elementary schools) have a handheld Motorola CP 185 radio engraved with the word “emergency,” and base schools (secondary schools) have a Motorola XLT 2500 base station and handheld radio to be used for this test.
3. Review radio operation procedures, including switching channels.
4. Find your school on the current District Communications Tree, available on the Radio Unit website at <http://achieve.lausd.net/radiounit>. The tree includes Early Education Centers, Adult Schools, and other non-traditional sites.
5. Review the procedures in the next section to identify if you are a base school or a reporting school.
6. If you are a base school, print out the Communications Test Worksheet (attachment A), and fill in the names of your reporting schools.
7. **SCHOOLS NOT OPEN AT THE DESIGNATED DRILL TIMES** are advised to have one staff member report early and participate in this test.

District documents REF-6343.0, *School Based Radio Systems* and BUL-6357.0



*Emergency Broadcast on School Police Radio Frequency* provide details on proper use of school radios. For assistance with radio operations, view the video “Using Your Radios” on the Learning Zone. Use your LAUSD single sign-on to log in at <http://lz.lausd.net> and search available classes.

B. Procedures for Conducting the Radio Communications Test 10:00 - 11:00 a.m.

1. Base Schools (Middle and High Schools)

Base schools (generally middle and high schools) are responsible for initiating contact to the reporting schools (elementary and other, smaller schools) and collecting information from their assigned reporting sites according to the radio tree. This process occurs between 10:00 a.m. and 11:00 a.m. on the day of the test.

At 10:00 a.m., each base school is to use the base station to initiate radio contact on the campus channel (Channel 1 of the base station radio) between its groups of reporting schools/sites. It is critical that all other sites wait to be contacted to prevent channel overload.

The base school will call each reporting school individually by name. Reporting sites include Elementary Schools, Options Schools, Adult Schools, and Early Education Centers.

For example, if the *Base School* is Banning HS and the *Reporting School* is Hawaiian ES, then the following communication would take place:

- *Base School:* Banning High School to Hawaiian Elementary. This is your radio test; what is your report?
- *Reporting School:* Hawaiian Elementary to Banning High School, we report no significant injuries and no significant damage.
- *Base School:* Thank you, Hawaiian Elementary.

2. Reporting Schools (Elementary and Smaller Schools)

Use the emergency handheld radio located in the main office for the radio test. The radio is a Motorola CP 185 engraved with the word “Emergency.” Use the emergency channel for this test. To change channels, rotate the channel selector knob (the knob closest to the antenna) until the display screen on the front reads “Emergency.” The reporting school should try transmitting outside if reception is unclear, as buildings can block radio waves.



If by 10:30 a.m., no radio call is received from the base school, each reporting school must initiate a radio call to the base school it is assigned to according to the Emergency Communications Tree. The reporting structure is available on the Radio Unit website at [www.lausd.net/radiounit](http://www.lausd.net/radiounit).

If no radio contact can be made after 10:30 a.m., elementary and secondary schools should contact each other by telephone to make sure all radios are on the correct channel and that they are operating properly. This practice also helps ensure that equipment is being used properly and assists in diagnosing equipment problems.

Upon completion of the first part of the exercise, base schools should switch the base station radio to Channel 2, which is the School Police frequency, and wait to be contacted by School Police. This is the second part of the Drill involving Base School sites and the School Police Communications Center.

C. Communications Test Procedures With Base Station At Base Schools  
11:00 a.m. – Noon

The School Police Communications Center will call each base (secondary) school via radio between 11:00 a.m. and noon. Base schools should be prepared with the proper status information about each of their reporting schools. Schools that report directly to School Police and have no reporting schools are also to participate in this test procedure.

Base Schools and direct reports switch the base station radio to Channel 2 (Police Digital), which is the School Police frequency, and wait to be contacted by the School Police Communications Center. Schools will be contacted in alphabetical order unless School Police directs a different format. Use the Motorola XTL 2500 base station for the radio test. To change channels on the base station, switch to the emergency police channel using the channel selector knob on the right-hand side of the base station.

If there is any reason that the base station cannot be used or monitored during the Radio Communications Test, principals are to participate in the test using their emergency handheld radio that is capable of contacting School Police. The emergency handheld radio is the Motorola XTS-2500.

Once the channel has been changed, use the following procedure to listen and report information concerning the schools that have checked in



NOTE: DO NOT TRANSMIT IF THERE IS A POLICE EMERGENCY DURING THE RADIO COMMUNICATIONS TEST.

Base schools are to use the following script when contacted by School Police):

- *Police Dispatch:* School Police Dispatch to Banning High School.
- *Base School:* Go ahead, School Police.
- *Police Dispatch:* Banning High School, what is your report on assigned schools?
- *Base School:* This is a radio test reporting all assigned schools have no significant injuries and no significant damages.
- *Police Dispatch:* Thank you, Banning High School.

If a base school has not had successful contact with all reporting schools, the base school reports the number of assigned schools reporting, and identifies by name the schools it was unable to contact by radio.

After completing the report to School Police, be sure to switch back to the school campus frequency (which is Channel 1 and generally shows your campus name). Terminate this test within two hours after the test start time and return to the campus frequency, even if radio contact could not be made with School Police.

#### D. Procedures After the Radio Communications Test is Completed

1. Submit a report of your radio test and any additional comments online at: <http://emergencydrills.lausd.net>, using the “Radio Communications Test” option. Faxed reports are no longer accepted. The report is due by 5 p.m. on Friday of the week the drill is conducted.
2. Consider conducting additional testing among your reporting schools. Arrange a mutually convenient time for your base school and reporting schools to make sure that you can communicate with one another. Please note that any additional testing does NOT include the School Police Communications Center or the School Police frequency, unless the testing is at their request.

## II. MAIN FAX LINES

The main fax telephone number at each school site address is designated by the telephone company as an “essential service priority.” This ensures that after a loss of service such as a power failure or natural disaster, these lines will be the first to



come back into service. This line can be used as an emergency phone line.

The fax line is a direct outside line that does not go through the school's phone system and is expected to be restored first after a power failure. When service is restored, plug in a single line telephone (the phone cannot be cordless or service multiple lines) to the jack for the fax machine and use the direct telephone to communicate. This ensures that sites have the ability to call 911 or School Police for assistance.

The Telecommunications Branch arranged for this service for each school site and is responsible for maintaining the dial tone. For repair of this dial tone, call (213) 241-5200. All fax machine repair is the responsibility of the individual site.

### III. THE SUPERINDENT'S EMERGENCY NOTIFICATION SYTEM

The Superintendent's Emergency Notification System is designed to ensure that emergency notification is available directly to school principals and critical support individuals. Refer to REF-5483.1 *Superintendent's Emergency Notification System*, issued June 26, 2014 for more information.

### IV. BUS OPERATIONS FREQUENCY

In the event of a major emergency, Local District Superintendents will communicate with the Emergency Operations Center (EOC) and the Superintendent, using Bus Channel 5 as a command and control radio network. Local District offices have 800 MHz radios for this purpose. The EOC will test this system as part of the communications test by calling each Local District via radio twice a year, at a pre-arranged time.

### V. BEAUDRY FLOOR WARDENS

The LAUSD Administrative Headquarters building (Beaudry building) has floor wardens on each floor. They are issued a radio to be used during an emergency to communicate with the building Command Center. Any deficiencies are to be reported to the Radio Unit at (323) 224-2410.

**RELATED  
RESOURCES:**

REF-6343.0 School-Based Radio Systems  
BUL-6357.0 Emergency Broadcast on School Police Radio Frequency

**ASSISTANCE:**

For assistance or further information, contact the assigned Operations Coordinator, School Operations – Emergency Services at (213) 241-5337, or the ITD Radio Unit at (323) 224-2410.



**COMMUNICATIONS TEST WORKSHEET**

**ENTER DATA:** <http://emergencydrills.lausd.net>

**DATE:** \_\_\_\_\_

**FROM SCHOOL:** \_\_\_\_\_ **LOCATION CODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EXTENSION:** \_\_\_\_\_ **ESC:** \_\_\_\_\_

**RESPONSIBLE PERSON:** \_\_\_\_\_

*TO BE COMPLETED BY BASE SCHOOL FOR EACH SCHOOL ASSIGNED UNDER THE COMMUNICATIONS TREE.*

SCHOOL	_____	SUCCESSFUL	<input type="checkbox"/>	UNSUCCESSFUL	<input type="checkbox"/>
COMMENTS	_____				
SCHOOL	_____	SUCCESSFUL	<input type="checkbox"/>	UNSUCCESSFUL	<input type="checkbox"/>
COMMENTS	_____				
SCHOOL	_____	SUCCESSFUL	<input type="checkbox"/>	UNSUCCESSFUL	<input type="checkbox"/>
COMMENTS	_____				
SCHOOL	_____	SUCCESSFUL	<input type="checkbox"/>	UNSUCCESSFUL	<input type="checkbox"/>
COMMENTS	_____				
SCHOOL	_____	SUCCESSFUL	<input type="checkbox"/>	UNSUCCESSFUL	<input type="checkbox"/>
COMMENTS	_____				
SCHOOL	_____	SUCCESSFUL	<input type="checkbox"/>	UNSUCCESSFUL	<input type="checkbox"/>
COMMENTS	_____				

*If you require assistance, please contact the Radio Unit at (323) 224-2410.*