



TITLE: Landing of Aircraft on School Sites

NUMBER: BUL-5038.0

ISSUER: James Morris, Chief Operating Officer
Office of the Chief Operating Officer

DATE: February 5, 2010

ROUTING
All Schools and
Offices

MAJOR CHANGES: This revision replaces BUL-N-47 (Rev.), School Operations, of the same subject, issued on April 27, 1998. The content and format have been updated to reflect current organizational structure and contact information.

POLICY: It is the policy of the Los Angeles Unified School District to deny the landing of any type of aircraft, including helicopters, on active school sites.

EXCEPTIONS: Exceptions to this policy may be made only in the following cases:

- A. On days when school is not in session or playgrounds are not in use, provided:
 1. The request for such landing has been approved by the Local District Superintendent and the Office of the Chief Operating Officer, and
 2. Adequate safeguards have been established, and
 3. Written approval (Helicopter Landing Authorization) has been received from the State of California Department of Transportation, Aeronautics Program, and
 4. Proof of any combination of primary and excess insurance coverage totaling an aggregate of \$10,000,000 presented, in advance, to Risk Management by the owner of the aircraft and must include an additional insured endorsement in favor of the District and its Board of Education, and
 5. Notification has been made to the appropriate fire protection agency.
- B. In the event of an officially declared disaster or emergency (i.e. medical transport), an administrator may authorize such a landing in accordance with approved Civil Defense procedures for aircraft designated and used by or for a governmental agency.



In the San Fernando Valley, there are no pediatric trauma centers. When children are severely injured, they are often airlifted to UCLA or Children's Hospital. The LA City Fire Department will often use a school physical education field as a landing zone to transport a severely injured child. The Fire Department will send an engine company and an ambulance to the landing zone to facilitate the safe transfer of the patient to the aircraft. Additionally, they may drive onto the school physical education field to meet the aircraft.

1. Adequate safeguards shall be established by the site administrator to protect students, employees, and others who may be present on the grounds. They may include moving all students and staff indoors, away from the aircraft's rotor wash. If necessary, schools can go into a brief lockdown (i.e. Shelter-in-Place) to ensure students and staff are in a protected location.
2. Such landings shall be reported to the School Police Department at (213) 625-6631 and the Local District office as soon as possible, after the occurrence.

ASSISTANCE: For assistance or further information, please contact Office of School Operations- Karen O'Riley, Director, Wayne Scott Moore, Director or Cheri Thomas, Coordinator at (213) 241-5337.