



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

**NUMBER:** BUL-2450.1

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

**DATE:** December 23, 2009

**ROUTING**

Local District  
Superintendents  
School Services Directors  
Operations Coordinators  
School-Site  
Principals  
Assistant Principals  
Counselors  
Deans  
Title IX Complaint Mgrs.

**POLICY:** This is the policy of the Los Angeles Unified School District.

**MAJOR CHANGES:** This bulletin replaces BUL-2450.0 of the same subject, issued by the Office of Administrative Services dated April 10, 2006. This bulletin updates contact information and clarifies procedures for school personnel.

**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 are available for use by outside agencies during a declared emergency or disaster situation for the following purposes.



- A. Shelter, housing, feeding, clothing 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 – first aid station – **in extreme emergencies only.**

### III. PROCEDURES FOR SCHOOL PERSONNEL

A general interpretation of the aforementioned laws and regulations as they relate to the use of facilities of the Los Angeles Unified School District by authorized agencies is noted below. School administrators shall follow them when a request is made for the use of school facilities in the event of a declared emergency or request from an outside agency.

- A. A school site or facility may not be used by any agency without first contacting the school Police Department at (213) 625-6631.
- 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.
- C. Personnel, supplies and equipment to operate the facilities must be provided by the agency requesting their use.
- D. School Supplies, pending the arrival of those from the agency, may be used, provided that a receipt, specifying type and quantity, is obtained from an authorized agency representative. The outside agency will be expected to reimburse the school/District for all costs.
- E. The Los Angeles School Police Department will provide a school police officer to the school for the duration of the emergency. All costs will be reimbursed by the requesting agency.
- F. 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

District personnel are responsible for:

- A. Supervision of the use of the school facilities to prevent any abuse or damage to the property or equipment.
- B. Final decisions concerning the availability of the facilities that are requested or needed.
- C. Selection of the areas to be used.
- D. 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 telephone numbers to request use of school facilities:
  - 1. Los Angeles School Police Department Watch Commander, (213) 625-6631.
  - 2. Office of Emergency Services (213) 241-3889.
- B. In the event that telephone communications are not available, contact can be made by notifying any Los Angeles Police Department station or officer and requesting assistance in communicating with the Los Angeles School Police Department.
- C. 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.

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



**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 proclaimed; or 3) When a federal disaster declaration has been made.

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 are often used for this purpose but school activities prevail for school usage. Schools will have to provide their own resources for the sheltering of students during an emergency.

**ASSISTANCE:** For assistance or further information, please contact the Los Angeles School Police Department Watch Commander at (213) 625-6631 or Bob Spears, Director of the Office of Emergency Services at (213) 241-3889.