



TITLE: Emergency Broadcast on School Police
Radio Frequency

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<p>ROUTING All Locations All Employees</p>

POLICY: District school base station radios, mobile units, and designated handheld radios that are distributed to schools 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 LASPD frequency is only to be used by non-police personnel during a failure of the phone system and/or a landline or cell phone is not available. Contacting the School Police Communications Center by telephone instead of the radio results in faster service. The Communications Center is staffed with several Police Dispatchers to accept phone calls. Only one person is assigned to monitor radio transmissions, which must be managed one emergency transmission at a time.

MAJOR CHANGES: This Policy Bulletin replaces BUL-6357.0 of the same subject, issued by the Office of the Superintendent, dated August 15, 2014. This bulletin clarifies District emergency radio transmission procedures and reflects current District organization and contact information.

GUIDELINES: The following guidelines apply to non-police personnel.

The primary method of contacting LASPD is telephoning the School Police Communications Center at (213) 625-6631.

If a landline or cell phone is not available, emergency assistance may be requested on the School Police frequency using any base station radio, a District vehicle equipped with a mobile radio, or a designated handheld radio.

Change the radio channel to the School Police frequency and transmit the following emergency message when no one else is speaking on that frequency:

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

The School Police Communications Center will acknowledge the transmission and obtain information 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 Police Dispatcher in the Communications Center. The Police Dispatcher may prevent other radios from transmitting during the emergency.

When the emergency has concluded, the Police Dispatcher 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 School Police Communications Center can receive reports from schools that are equipped with radios programmed with the School Police frequency. Emergency radio use and guidelines are found in [REF-6343.1](#), *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-6343.1](#), *School-Based Radio Systems*, dated September 5, 2017, issued by the Chief Information Officer.

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