

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 44
August 26, 1988

SUBJECT: SPECIAL EMERGENCY PROCEDURES FOR ADULT SCHOOLS AND CENTERS

- I. Purpose
- II. Rationale
- III. Formulation of Special Procedures
- IV. Report of Compliance

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. PURPOSE

Although the District already has a standard form to be utilized in the development of emergency procedures, it is requested that a adult school and center principals also develop special emergency procedures for use by their staffs, based on the guidelines contained in this bulletin. As noted in Section IV., each principal is to report compliance with its provisions.

II. RATIONALE

Special emergency procedures are needed by community adult schools and centers because of the unique nature of their programs.

- A. Extended operation from 7:30 a.m. to 10:00 p.m.
- B. Many branch locations.
- C. Many part-time personnel.
- D. A wide age range of students.
- E. A large enrollment of senior citizens.
- F. Significant numbers of handicapped students.
- G. Variety of facilities.
- H. Limited or no school grounds.
 - I. Limited or no parking lots.
 - J. Great reliance on lighting systems.
- K. The possibility of being designated as an area disaster evacuation center.

III. FORMULATION OF SPECIAL PROCEDURES

To develop special emergency procedures, each principal is encouraged to establish a committee with membership including representatives from administration; teaching, clerical, custodial, and security staffs; student Body; and School/Community Advisory Council. Whenever appropriate, liaison should be established between this committee and a member of the day school staff. Some adult school or center principals may be able to utilize an already established group, such as the safety Committee, for this purpose, provided that it has the broad representation prescribed above. Once a committee has been appointed or designated, the principal should:

- A. Arrange for the committee, at its initial meeting, to explore special procedures appropriate to the school and make recommendations.
- B. Develop an emergency procedures bulletin for general distribution to the school staff.
- C. Conduct a general staff meeting regarding the procedures, to assure thorough understanding.
- D. Develop an emergency procedures card to be stapled to teacher roll books.
- E. Prepare a specific plan to be utilize, in the event the school is without electricity.
- F. Obtain and stock a kit containing first-aid items, flood lamp, bullhorn, battery-operated radio, and other resources that might be needed in the event of an emergency.
- G. In consultation with Red Cross and Civil Defense personnel, consider the feasibility of establishing a "disaster center" at the school.
- H. Assign specific tasks and responsibilities to appropriate staff members.
 - I. Schedule periodic drills to assure that personnel are prepared to implement plan effectively.

IV. REPORT OF COMPLIANCE

Adult school and center principals are requested to complete and return "Report of Compliance" (see Sample Form) when the special emergency procedures have been developed. This report must be submitted by the end of October each year. Copies of the report should be sent to: Supervisor, Operations Unit, Division of Adult and Occupational Education and to the Office of Emergency Services.

For assistance, please telephone Jack LaGuardia, Supervisor, Operations Unit, at (213) 625-6668.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Occupational Education**

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