

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent

DISTRIBUTION: All Schools

ROUTING
Site Administrators
Plant Managers

SUBJECT: MEMORANDUM NO. Q-22
REQUEST/REUNION GATE SIGNS

DATE: May 3, 1999

OFFICE: Superintendent

APPROVED: DANIEL W. AUSTIN, Chief of Staff, Assistant Superintendent

For assistance contact Pete Anderson, Office of Emergency Services at (818) 904-2164.

I BACKGROUND

During an emergency incident, a major concern is the proper release of students to authorized adults. Emergency preparedness training sessions have included guidelines for student release.

To assist schools in proper student release, signage is being provided for your use. The signs will be delivered to your plant manager sometime during the month of May.

II PROCEDURE

The signs are white, with red lettering. One sign indicates, "REQUEST GATE," and the other, "REUNION GATE."

Each sign has four holes to enable them to easily be affixed to the fence adjacent to the particular gate being used.

The signs should be stored with your other emergency supplies and should not be used except for drills or when your student release system requires their use.

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