



INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Building

LAUSD Administrative Headquarters Safety Reminders

It remains a top priority for the District to keep every employee and visitor safe while conducting business in the LAUSD Administrative Headquarters building. While the Beaudry building and its related structures remain a safe place to work, it is essential that every employee remains vigilant in and around the Beaudry building.

The following safety reminders have been developed by the Los Angeles School Police Department (LASPD):

1. ALWAYS report suspicious activities or suspicious items to the **24-hour Security Watch Command** at **213-241-1692**.
2. Whenever possible, travel with a friend or in a group.
3. If you **SEE SOMETHING, SAY SOMETHING**.
4. Keep valuables out of sight.
5. Always lock your car doors after entering or leaving your vehicle.
6. When approaching your vehicle, have your keys ready and be sure to scan the areas around your vehicle for suspicious activity.
7. If you are ever in immediate danger **CALL 911**.

Thank you for your continued support and diligence in following safety reminders that have been provided. If you have any questions concerning this matter, please contact the Office of the Building at 213-241-1320.

Related Resource:

Guidelines for Storing Personal Belongings, Valuables, and District Property