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SECURITY AND EMERGENCY SITUATIONS (PSL-W043)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 Working instructions on how to handle security and emergency situations for the Human Resource Services counter.

**2.0 RESPONSIBILITY:**

- 2.1 Customer Service Specialist

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 SCUSD – Sacramento City Unified School District

**5.0 PROCEDURE:**

- 5.1 For security purposes All SCUSD staff should have badges displayed at all times.
- 5.2 Customers and non-district employees are to sign-in at the front desk at the time of arrival. (Off site employees who do not have a badge must also sign in upon arrival.)
- 5.3 In case of severe emergency please dial 911.
- 5.4 If a situation occurs that requires security or police services call the security officer on duty at extension (916) 643- 7444 or security staff on duty at extension (916) 643-7449.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 N/A

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A				

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
10/08/07	B	Approval Authority department name change

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