
RESPONSE TO CRISIS SITUATIONS PROCEDURE (PSS-P003)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used for District Police Officers responding to a crisis situation.

2.0 RESPONSIBILITY:

- 2.1 Police Services

3.0 APPROVAL AUTHORITY:

- 3.1 Supervisor Police Services _____
Signature _____
Date

4.0 DEFINITIONS:

- 4.1 Crisis situation – A crucial or emergency situation at a district site which requires local Law Enforcement, Fire/Medical, and District Administrators, to respond and handle/coordinate.
- 4.2 Sacramento Police Department Incident Report – This report form is used to document an incident requiring the response of local law enforcement and/or Fire/Medical.
- 4.3 A Command Post/Communication Center is set up to provide a designated control point to prevent disorganization, duplication of effort, and loss of control. The Command Post is also used as a Communications Center. The purpose is to establish the most practical means of ensuring rapid communications to the media, parents, school staff, and students.

5.0 PROCEDURE:

- 5.1 Receive an emergency call from a district site.
- 5.2 Respond to district site that is in a crisis situation.
- 5.3 Notify local Law Enforcement, and or Fire/Medical of the crisis situation.
- 5.4 Coordinate the emergency response with the Site Administrator or designee.
- 5.5 Establish a Command Post/Communication Center with Site Administrator or designee and Law Enforcement.
- 5.6 Assist Law Enforcement, Fire/Medical and Site Administrator.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Sacramento Police Department Incident Report.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Incident Report	File cabinet in Sergeant's Office	1 Year	Discard as desired	Secured file cabinet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/4/05	A	Initial release

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