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

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 secu