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**RESPONSE TO CRISIS SITUATIONS WORK INSTRUCTION (PSS-W003)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction 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 Command Post/Communication Center – provide a designated control point to prevent disorganization, duplication of effort, and loss of control. The Command Post is also used as a Communication Center. The purpose is to

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- 5.11 A staff meeting should be conducted as soon as feasible, for the purpose of providing facts and collecting pertinent information about the impact of the crisis and whether it has generated any additional problems that need attention. This ongoing contact inhibits confusion and provides a continuous information flow to maintain an assessment of the crisis