

Saugus Union School District

Emergency Response Planning: Caregiver Information



Saugus Union School District has numerous resources available to respond to an emergency and wants to educate students, staff and parents on how to prepare for and respond to an emergency. This brochure offers a broad overview of SUSD's emergency plans.

Each school site has in place a Comprehensive School Safety Plan (CSSP) which outlines the school's emergency preparedness plans. Parents may review CSSPs (less tactical-specific data) by contacting the school office or at <https://www.saugusud.org/Safety-and-Security>. The school's CSSP addresses assisting individuals with disabilities.

Saugus Union School District
24930 Avenue Stanford
Valencia, CA 91355
(661)294-5300
www.saugusud.org

BE PREPARED FOR ANY POSSIBILITY

Depending on the nature of the event, schools will implement one of the following protective responses:

DROP COVER AND HOLD ON

In the event of an earthquake, explosion or structural failure, students and staff will duck, cover and hold on, seeking shelter under a sturdy desk or table, away from windows or objects that may topple. If outdoors, individuals are to move away from buildings, trees and objects which may fall. Following the event, students and staff are to evacuate to the predetermined evacuation site.

EVACUATION

When it is unsafe for students and staff to remain inside buildings (i.e. following an earthquake or explosion), we will evacuate. If necessary, we will relocate students and staff to a secondary location, the Reunification Site. We will follow directions provided by local emergency service personnel and communicate with parents regularly using Parent Square.

SOFT LOCKDOWN

A "soft lockdown" is called when there may be a threat in the area of the school (i.e. law enforcement activity or a wild animal in proximity to the school). In order to ensure the safety for all, the school is secured with all outside doors locked. Activities within the school continue while outdoor activities are discontinued.

HARD LOCKDOWN

A “hard lockdown” is called when there is an immediate hostile threat to the school. All students and staff seek immediate cover out of sight in a locked room, maintain silence, turn out lights, close blinds and silence cell phones. If outdoors, run away from danger and seek shelter in a locked room. All school activities cease and 911 is called. Please refer to the Los Angeles County Sheriff’s Department’s reference guide, [Surviving an Active Shooter](#), to learn more about “Run, Hide, Fight.”

SUSD IS PREPARED

HARD TOOLS

- Each school site has an emergency plan in place (CSSP).
- Each school has a locked and monitored single point of entry.
- Each school site has been hardened with electronic locking exterior doors, intercom entry systems, EMS direct notification of alarms, perimeter fencing, and upgraded exterior lighting. The installation of secured vestibules is in the process at all sites with an anticipated completion date of fall, 2023.
- Visitors must check in and get a badge using the visitor management system which is cross referenced with the national sex offender registry.
- All district personnel receive annual training in emergency response procedures.
- Support staff maintain current first aid and CPR training.
- Every classroom has a mobile phone; each site has multiple two-way radios.
- Each school has an emergency preparedness bin with a supply of food and water for students and staff. The bin is inventoried annually.
- **Practice! Practice! Practice!** Regular emergency drills are held at every school site throughout the school year.

SOFT TOOLS

- SUSD has implemented “soft” tools such as an anti-bullying program, PBIS, SEL instruction and the hiring of site based school social workers.
- Schools use Parent Square as the primary mode of communication with parents.
- A threat assessment team is in place to assess perceived threats.

STUDENT RELEASE PROCEDURES

We are dedicated to keeping our students safe and secure. There may be times during an emergency when we will need to shelter students in safe places within our schools or move them to an alternative location if the school must be evacuated. It is our goal to reunify our students with their caregivers as soon as it is safe to do so. Emergency first responders will help us make a decision when it is safe to reunify students and parents.

To provide for a safe and secure controlled release of students to their caregivers, we will set up a student reunification process. Depending on the situation, this process may be at your child’s school or at a safe alternative location. **Do not go to the school or alternative location until notified via Parent Square.**

- Please keep the school informed of any updates to your child’s emergency contact information using the Parent Portal.
- Parents will be notified using Parent Square when the reunification process is necessary.
- Students will be released ONLY to a caregiver or emergency contact listed on the Parent Portal or emergency card.
- Parents or authorized emergency contacts must provide a government issued photo ID.
- Please be patient. The student release process can be time consuming.

SEE SOMETHING, SAY SOMETHING

You may report a suspected threat here:



[LA County Tip Line](#)

BEFORE A DISASTER, WHAT'S YOUR PLAN?

- Regularly update emergency contact information with the school.
- Review SUSD's emergency response and student release procedures (see the [Parent/Student Handbook](#)).
- Make sure the school is informed of all your child's medical conditions, including any required medications.
- Ask your child about their classroom's emergency plans? Discuss the plans your own family has in place at home.
- Register for emergency messaging and notifications with the City of Santa Clarita at <https://www.santa-clarita.com/city-hall/departments/recreation-community-services-and-open-space/emergency-management/preparedness-information/>
- Be personally prepared. Check out <https://www.cdph.ca.gov/Programs/EPO/Pages/Program-Landing1.aspx>

AFTER A DISASTER, WHAT'S YOUR PLAN?

- **PLEASE DO NOT CALL OR COME TO THE SCHOOL.** Instead...
- Check your emails and texts for communications from Parent Square.
- Tune your radio to a station listed on the back of this brochure for alerts.
- STAY at home or at work until you are given instructions from the school.
- WHEN IT IS SAFE to travel to the school, **please be patient** as we safely release students to authorized adults.
- Follow SUSD release procedures (see steps in this brochure). **STUDENTS WILL ONLY BE RELEASED TO ADULTS LISTED ON THE PARENT PORTAL OR EMERGENCY CARD.**

IMPORTANT CONTACTS

My Child's School: (661) _____

Emergencies
Dial 911

[Santa Clarita Valley Sheriff's Station](#)
(661)260-4000

[Los Angeles County Fire Stations](#)
#104 (Golden Valley Rd.) - (661)255-0509
#107 (Soledad Cyn. Rd.) - (661)252-2414
#108 (Rock Cyn. Dr.) - (661)297-8653
#111 (Seco Cyn. Rd.) - (661)296-5758
#128 (Whites Cyn. Rd.) - (661)297-1692
#156 (Copper Hill Dr.) - (661)257-6734

[California Highway Patrol](#)
(661)600-1600

[Henry Mayo Newhall Memorial Hospital](#)
(661)200-2000

[American Red Cross Disaster Relief](#)
(800)675-5799

[City of Santa Clarita Emergency Management](#)
(661)259-2489

[Caltrans Road Conditions](#)
(800)427-7623

[Southern California Edison](#)
(800)611-1911

[SoCalGas](#)
(800)427-2200

[LA County Animal Care and Control](#)
(661)257-3101

Emergency Alert System Radio Stations
KHTS - 1220 AM KFI - 640 AM
KNX - 1070 AM KFVB - 980 AM
KROQ - 106.7 FM KRLA - 870 AM
KCBS - 93.1 FM KABC - 790 AM