



To South Pasadena High School Families:

The safety and security of SPHS students and staff is of utmost importance. The District has a comprehensive crisis plan and district administrators coordinate closely with city emergency management officials and law enforcement representatives to monitor and update plans on a regular basis.

We routinely conduct emergency drills in a variety of scenarios. Most parents recall fire and earthquake drills, or even air raid drills, from their own school days. The importance of drills and practice is that in the case of an actual emergency, students will recall and revert to their appropriate practiced routine and procedures. In addition, the school has well-established security measures to ensure the wellbeing of students and staff. These include: visitor check-in procedures, locked classroom doors after the start of the school day, and a closed campus. The teachers and staff are committed to the safety of all students; therefore, we want all of our students to know what to do in case of an emergency. To prepare our students for emergency situations, we conduct a variety of emergency drills throughout the school year. The drills we practice on a regular basis include fire drills, earthquake drills, and lockout/lockdown drills.

- **Fire Drills:** We hold fire drills at least once a month throughout the school year.
- **Earthquake Drills:** Earthquake drills are held at least two times during the school year.
- **Lockout/Lockdown Drills:** SPHS conducts lockout/lockdown drills along with other types of emergency drills. These drills initially involve more pre-planning and organization than conducting others. Lockout/Lockdown drills may be directed if there should be a danger in the neighborhood that could present a danger to the school community or a situation at the school that could harm students or staff if they are outdoors. These drills are practiced at least two times throughout the year.

**Frequently Asked Questions:**

**How can I, as a parent or guardian, be assured that I receive the most up-to-date information from my child’s school?**

To ensure that every parent has the most accurate account of the emergency situation, parents must keep their contact information up to date in AERIES – the student data system.

**How and when will I be notified if there is an emergency at my child’s school?**

The means and immediacy of communication will depend on the scope of the event and on the potential or actual impact to the safety of the students. While it’s difficult to describe all possible scenarios, the following can be used as a guide to gauge the school’s level of notification and systems used to communicate with families. *The notification response is subject to revision based on immediate circumstances.*

Impact Level	Notification Response
<p><b>A Low Impact Incident:</b> Poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities, and the incident is an isolated one that does not impact more than one student.</p> <p><b>Example:</b> A small disturbance or fight. NOTE: Not every misbehavior incident will warrant a notification response.</p>	<p>Letter sent home and/or email message to the affected parties.</p>
<p><b>A Moderate Impact Incident:</b> Poses a moderate risk to the school. Results in some disruption to school activities such as a change of schedule or cancellation of some activities.</p> <p><b>Example:</b> A gas leak or a threat to the school</p>	<p>Email and/or phone message</p>

**A High Impact Incident:** The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students.

**Example:** An intruder in school or the use of a weapon in school resulting in injuries to students or staff

Phone message  
Email  
Posted message  
on school &  
district website  
Press release

**Should I report to the scene of the incident/emergency?**

In the case of a high-impact emergency situation in a school or at a school-sponsored activity, access to the scene will be limited and controlled by fire or police officials. *Parents should only report to the school site when so advised by school officials.*

Parents are encouraged to remain close to their sources of communication, whether phone or email, to ensure they are receiving accurate and timely updates on the emergency from school division staff. *Following the South Pasadena Police Department's Twitter feed (@sopaspd) is a helpful way to gauge the involvement needed.*

**Once the emergency is declared "over," will parents be able to report to their child's school?**

When SPUSD communicates to parents that the school emergency has ended, direction will be provided on how parents will reunite with their child. Parents will be directed to a specific location that could be located off campus. It is important that parents follow these directions for the safety of all students, staff and parents.

*Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent, you must be listed in the student information system with a relationship to the student that has mailing rights and show proper identification.*

**If the school building is evacuated, how will I be able to locate my child?**

If an evacuation occurs during the school day, there is a possibility that the students will return to school and normal dismissal procedures will resume. Your child may text or email you about the evacuation before the District is able to notify you. Please rely on the District's information and monitor your phone or email closely to ensure you are receiving accurate and timely updates on the emergency from District staff. Student texts and social media can cause confusion and further disrupt safety protocols. Please do not direct your student from a remote location; staff on the scene can best assess each situation.

We understand that worry and anxiety will be at an all-time high during any emergency situation. Please remember that your child is surrounded by caring and well-trained professionals and are in excellent hands. As always, thank you for your partnership and entrusting your child to us.

Sincerely,



Janet Anderson  
Principal