



## Colton-Redlands-Yucaipa Regional Occupational Program

### Inter-Office Memorandum

TO: All Teachers and Staff (ROP Building Only)  
FROM: Superintendent  
SUBJECT: Emergency Procedures Under Duress

Safety is our number one priority. Preparations for a threatening situation is one of the best lines of defense. The follow emergency procedures should be used to provide immediate assistance to employees who feel they are in a threatening situation.

If you find yourself in a situation during normal business hours, where you feel either physically or verbally threatened and you need help from fellow employees, please do the following as calmly as you can:

**Pick up your telephone and push “Page” plus 1 (wait for the beep) and make the following statement (twice) as loud as you can: “Will INA please call extension (your ext. #).”**

An INA call means **I** Need of **A**ssistance. It will be heard over the speakers on all telephones in the Administration and Registration Building (1214 and 1226 Indiana Court.) Upon hearing the “INA Call,” all management team members should be alerted and they should proceed to the office/classroom location of the caller’s extension to provide assistance.

#### **EXCEPTION:**

If the situation you are in involves someone with a weapon (gun, knife, etc.,) do the following:

**Pick up your telephone (if you can) and push “Page” plus 1 (wait for the beep) and make the following statement as loud as you can: “PAM, please call extension (your ext. #).” Say it twice and then hang up.**

A PAM call means “**P**olice **A**ssistance **M**andatory.” Upon hearing a “PAM Call,” all management team members will proceed to the Superintendent’s office. A call will be placed to the caller’s extension to determine the exact nature of the threat so accurate information can be relayed to the police. When you receive a response to your PAM call, stay calm and answer questions asked of you by the management person calling. Don’t say or do anything that would antagonize a person with a weapon. Assistance will be on the way as quickly as possible.

You should also have the number to the Redlands Police Department, accessible on your cellular and office line, at all times. For non-emergency calls, dial 909-798-7610. For emergency calls, immediately dial 9-1-1. If you have any questions or suggestions regarding these procedures, please contact Stephanie Houston or Luis Estrada. We have a separate Emergency Response and Disaster Preparedness Manual for employees (teachers and staff.)