

Valley High School Safety Committee 2023-2024



Evacuation Procedures
Updated 04/10/24



Accountability Report



Please complete the following information. If a yes answer is reported, make certain that each staff/student is identified in the list below.

Name of Teacher: _____ Room#: _____ Date: _____

Co-Teacher/Student Teacher: _____ Other Staff: _____

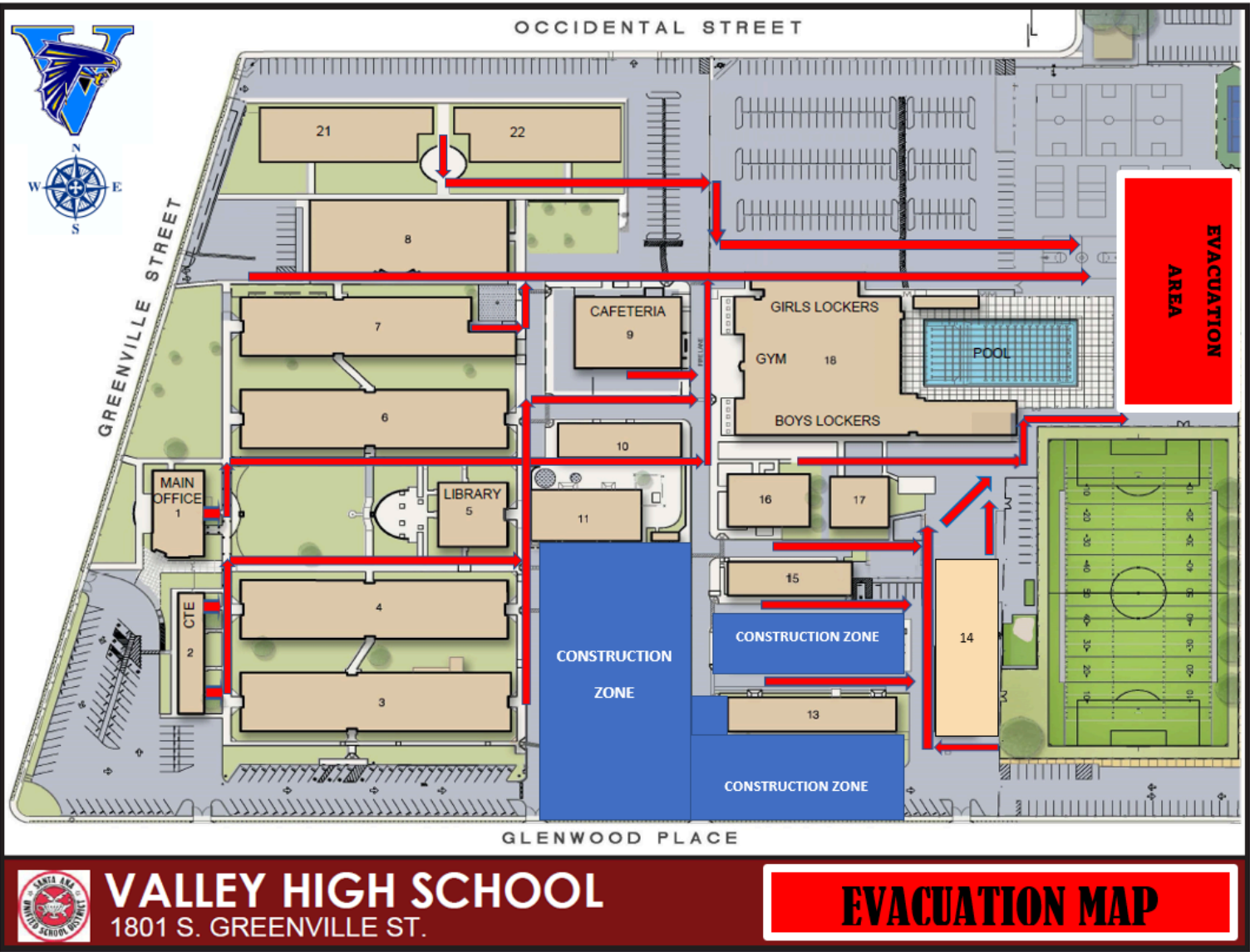
Name of Student or Staff	Check all that apply				Location
	Absent	Injured	Left in Class	Missing	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
Comments:					

BUDDY LIST/ Evacuation Groups

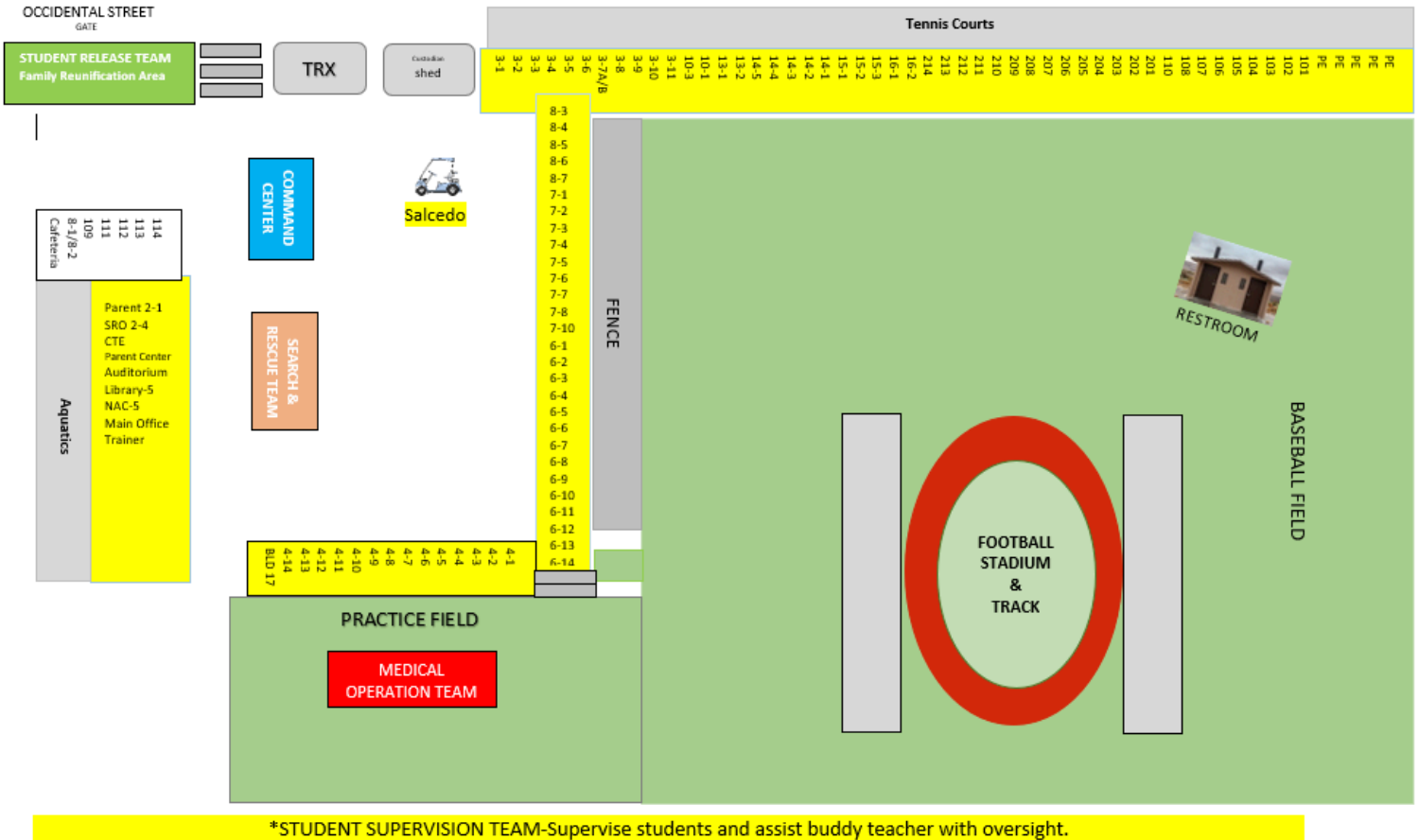
All Faculty members are responsible for supporting their buddy team members. If a buddy member is missing and/or hurt please immediately contact the Command Post. Additionally, if a buddy is assigned to an emergency operations team it is the job of the buddy to supervise their buddy's class.

BUDDY I	BUDDY II	BUDDY III		BUDDY I	BUDDY II	BUDDY III	BUDDY IV
Rm 8-1	Rm 8-2	Rm 8-3		14-2	14-3	14-4	14-5
Rm 8-4	ASB (8-5)	Rm 8-7		Rm 16-1	Rm 16-2		
Rm 7-1	Rm 7-2	Rm 7-3		Rm 101	Rm 102	Rm 103	
Rm 7-4	Rm 7-5	Rm 7-6		Rm 104	Rm 105	Rm 106	Rm 107
Rm 7-7	Rm 7-8	Rm 7-10		Rm 201	Rm 202	Rm 203	
Rm 6-1	Rm 6-2	Rm 6-3		Rm 204	Rm 205	Rm 206	Rm 207
Rm 6-4	Rm 6-5	Rm 6-6		Rm 108	Rm 109	Rm 110	
Rm 6-7	Rm 6-8	Rm 6-9		Rm 111	Rm 112	Rm 113	Rm 114
Rm 6-10	Rm 6-11	Rm 6-12		Rm 208	Rm 209	Rm 210	
Rm 6-13	Rm 6-14			Rm 211	Rm 212	Rm 213	Rm 214
Rm 4-1	Rm 4-2	Rm 4-3					
Rm 4-4	Rm 4-5	Rm 4-6					
Rm 4-7	Rm 4-8	Rm 4-9					
Rm 4-10	Rm 4-11	Rm 4-12					
Rm 4-13	Rm 4-14						
Rm 3-1	Rm 3-2	Rm 3-3					
Rm 3-4	Rm 3-5	Rm 3-6					
Rm 3-7A	Rm 3-7B	Rm 3-8					
Rm 3-9	Rm 3-10	Rm 3-11					
Rm 10-1	Rm 10-3						
Rm 13-1	Rm 13-2						
Rm 15-1	Rm 15-3						

Valley Evacuation MAP



EVACUATION ASSEMBLY MAP



updated 10/11/23

Emergency Operations Teams 2023-2024

*Denotes Group Supervisor/ ** Denotes Backup Supervisors

INCIDENT COMMANDER: Katherine Berger		EMERGENCY OPERATIONS: Scott Michael	
STUDENT SUPERVISION	COMMAND POST	SEARCH AND RESCUE	MEDICAL OPERATIONS
Jessica Salcedo * (Cart)	Katherine Berger*	Maleah Dhenin 6-4*	Suzanne Howell * (CPR)
Yesenia Acosta 204 (5) 203 (6)	Matty Barriga* 1	David Avila (CPR/FA) 6-10	Tina Vanderwende * (RN)
Carmen Avila Diaz - 104	Maribel Sanchez** 8-5	Chris Behymer (CPR/FA) - 4-7	Judy Garcia ** (LVN) 1
Will Ayon 4-2	Minerva Ochoa 1	Nancy Agapito 8-6	Jen Borrell ** (CPR/FA) Gym
Ammy Beltran 16-1	Nancy Sanchez 1	Paul Castañeda (CPR/FA) 4-3	Levelle Barrett (CPR/FA) CART Gym
Michael Berger** 209	Nancy Sanchez 1	Matt Conover (CPR/FA) 212	Alma Beaudoin 8-4
Ashley Burham 7-6	Utility Shut-off, Assess Damage	Damian Corradino ** (CPR/FA) 214	Teresa Cavazos 6-6
Marisol Cardenas 10-1	Water, Electricity, Gas	Frank Cortez 204	Angie Chant 3-7 A
Olivier Cazalis 211	Manny Guerrero *	Tara Cozens (CPR/FA) 4-4	Jordan Chavez 8-3
Andy Contreras 204	Rosa Lomeli**	Leslie Elizondo-Rodriguez 201	Brian Dail (CPR/FA) 207
Lucero Diaz 105	Secure Campus	Clay Frenz Lib	Garbriel Delgado (CPR/FA) 3-7 A
Yvy Doil 4-10	Close / Lock Gates/ Open Gates, Direct Parents	Saul Garcia 14-4	Rocco DiFrancisco 3-8 p4, 310 p 5-6
Scott Doty 111	DSO Martinez (CPR/FA) * cart	John Kirchberg 7-2	Brenda Fausto 15-2
Ivy Do 4-10	DSO Eduardo Guillen (CPR/FA) ** cart	Adolfo Lopez 3-7B	David Fausto PE
Claire Dreyer 6-14	DSO Max Perez (CPR/FA)	Matt Morris ** (CPR/FA) 3-4	Aemon Fowler 4-8
Dulce Fonseca 6-12	DSO Manda Navarrete	Karen Munsell 6-9	Yvette Herrera 8-4
Robert Gabaldon 3-7B	SRO Romo (CPR/FA)	Freddy Macias (CPR/FA) (Cart)	Jacob Larsen 110
Reuben Garcia* 7-10	Monique Peña 206	Scott McCamish 210 p3 208 p4	Genesis Luviano (CPR/FA) 2
Elizabeth Garcia-Parada 102	Vi Pham 4-12	Zachary Perez (CPR/FA) PE	Erik Madrigal (CPR/FA) 210
Joaquin Hernandez 16-2	Claudia Pindea 101	Richard Rodman 14-5	Esna Marroquin 3-10 p 2-4, 4-4 p5-6
Robert Hernandez 113	Estefani Rios 107	Jose Sanchez (CPR/FA) (cart) 4-3 p3	Yobany Martinez 112

Robin Hollenbeck 213	Heather Risk* 6-1	Juvenal Torres Mendoza (cart) 15-3	Alexandra McNicolas 8-4
Geradine Humphrey 4-1 B	Vanessa Rlturban 14-1B	Truc Vo 7-7	Amy Miller 8-3
Daniel Jauregui PE	Nerida Rodriguez	STUDENT RELEASE	Tajara Ross 8-4
Terry Kim 14-1, 14-2	Rudy Sanchez 3-1	April Gibbs * 8-3	Susie Salazar 3-8
Olga Landrian 103	Francesca Santos 7-5	Sandra Perez ** 8-3	Joanna Santiago (AHA/BLS) 6-5
Alexander Levy 201	Gabriel Schreiner 4-6	Wendy Velez* 1	Brian Scanlon (CPR/FA) 6-3
Jessica Lopez 202	Kristin Sepulveda 14-1, 14-3	Andres Guillen ** 8-3	Diana Tercero (CPR/FA) 2
Kathy Lopez 7-4, 8-5 p4	Jaquelin Sherman 13-2	Edgardo Aguilar 8-3	Erik Terwilliger ** (CPR/FA) 3-6
Ian Lutack 208	Julie Siratt 7-8	Aimee DiLullo 8-3	Cecilia Valdez (CPR/FA) PE
Dennis Lynch 106	Blake Smith 114	Gloria Garcia-Ortiz 8-3	Nathan Vestri Aud
Lizet Macias 109	Griselda Sosa* PE	Estela Gutierrez 8-3	
Albert Madrid 6-2	Yareli Soto 4-11	Nestor Gutierrez 1	
Rigo Maldonado 10-3	John Stout PE	Erin Hyatt 1	
Omar Martinez 3-3	Paula Tarnow 8-4	Diana Lopez 1	
Veronica Martinez 203	Andi Tomlinson 6-7	Mina Lopez 1	
Mehrbod Mavandadi 205	Sheri Turner 4-14	Melly Martinez 8-3	
Carlos Mejia* 2-6	Jessica Vanderbaan 7-3	Jayesha Mukherjee Lib	
Vanessa Mejia 205	Ben Vazquez 6-8	Ashley Newett 1	
Karina Morales 4-5	Minh Vu 13-1	Alex Padilla 8-3	
Zuleyma Moran 6-13	Linh Woo* 4-9	Monique Torres 2-1	
Brenda Ortiz 203	Alex Parra 7-1		

TEACHERS ON STUDENT SUPERVISION TEAM, PLEASE STAY WITH YOUR CLASS UNLESS YOU ARE MONITORING A GROUP OF CLASSROOMS (LISTED IN PARENTHESIS). IF YOU ARE NOT LISTED AND WORK IN AN OFFICE, PLEASE SEE Ms. Salcedo WITH STUDENT SUPERVISION TEAM AND SHE WILL UTILIZE YOU AS A ROVER.

DSO Areas to Check, Clear & Secure

DSO 21- Martinez*	Perimeter gates, cafeteria
DSO 22- Guillen**	Bld. 10, Cafeteria, Gym, 13, 14, 15, 16 & 17
DSO 23- Ruiz	Bld. 8, 21, 22
DSO 24- Navarrete	Bld. 1, 2, 3, 4, 5, 6, 7 (Admin Assist Bld 6,7 if available)

EMERGENCY OPERATIONS TEAM
INSTRUCTIONS 2023-2024

Student Supervision (SS)

Salcedo

- Use Howell's and Salcedo's radios.
- Have teachers line up with classes according to "Room Plates" and fill out an Accountability Report (inside evac. envelope). Have a student submit it to the Command Post.
- Have teachers stand toward the interior of classroom lines and students stand in front of each class holding a room sign (inside evac. envelope)
- Command Post will contact you for any missing Accountability Reports

Search and Rescue (SR)

Maleah Dhenin

- Grab available radios and submaster keys from Barriaga (Comm. Post).
- Make a list of all students who were left in classes (Accountability Report).
- Send first groups to help students left in classes. Give one radio to each group.
- Meet with remaining team members in groups of two to search ALL areas of each building.
- Communicate with search groups (decipher building or group assignments).
- Radio **Michael** once all buildings are clear.

Command Post

K. Berger, Barriga, Guerrero, G. Martinez,

- Custodians turn off utilities where necessary. DSO's secure perimeter. Notify all radios to turn to channel 1. See utility cut-off map, get tools and additional keys for S and R teams.
- Receive attendance slips from teachers. Highlight names of teachers (on form) who have turned in slips. Remember to account for teachers who are not teaching that period.
- Radio **Salcedo** (Student Supervision Team) with names of teachers who still need to return slips.
- Radio **Berger** once all teachers/classes have been accounted for.
- Review Accountability Reports- make a list of staff /students who have yet to be accounted for, or who were left in classrooms and forward to S and R.

Student Release (SR)

Gibbs

- Meet with team; move to student release point (Occidental gate)
- Set-up release point area for traffic flow; desks and chairs are available in athletic garages.
- Get student schedules (Aeries) and "student release form" from SR materials.
- If available, set up a laptop to create a master list of students who are released.
- Radio **Salcedo** for student release from the evacuation area.

Medical Operations (MO)

Howell/Vanderwende

- Meet with team to quickly remind members of set-up and roles (south end Practice Field).
- Retrieve all available medical supplies from the storage container/nurse's office/training room, if possible.
- If available, set up a laptop to create a master list of injured students.
- As students/adults are brought, divide into urgent and non-urgent areas. Record injuries and those released to paramedics.
- Maintain communication with Michaels.
- If a team is no longer needed, radio **Michaels** for further details.

CLASSROOM EMERGENCY PROCEDURES HANDOUTS



Introduction

In case of an emergency the school administrator will activate one of the following safety alerts: CRISIS, FIRE, DISASTER, or DUCK and COVER. The staff, students, parents, volunteers, and visitors, present at the time of the emergency will readily follow procedures to comply with our school safety plan.

What is an emergency?

An “Emergency” is an event, expected or unexpected, involving shortages of time and resources that places life, property, or the environment in danger and requires an extraordinary response, but can be handled by a local jurisdiction. For example, an injury accident or medical emergency, fire, explosion, gas leak. During the following an “emergency,” a “disaster,” or a “crisis” may involve an **overt search** or **covert search** should follow the emergency.

Crisis Response

A “crisis” is an event, or series of events, expected or unexpected, that affects one or more persons and may or may not involve the entire school or community. A “crisis” will most likely be addressed by school or community counselors, along with law enforcement in situations, which violate laws; i.e. kidnapping, shooting, suicide, gang activity, physical or sexual abuse, or vandalism.

Lockdown

Please keep in mind that there are times when a decision to evacuate may actually put students and staff in harms way. If the situation dictates that it is best for students to remain locked down in their classrooms, a LOCKDOWN will be called and an immediate lockdown will occur.

Teacher Duties During a Lockdown Alert:

1. All doors are to be immediately locked, and lights should be turned off.
2. All students who are outside are to go indoors.
3. If there are any exposed windows, these should be covered with paper or poster board.
4. If a fire alarm is sounding and you hear the verbal/PA command for a LOCKDOWN follow the verbal instructions and remain in the locked classroom until a clearance call has been made by school police, Santa Ana Police, or school staff/administrator.

Valley High School Lockdown Drill Instructions

School: Valley High School **Date of Drill:** _____ **Time:** _____

The scenario is that an intruder is on campus. The following are the procedures we all need to follow.

NOTE: the lockdown drill is for ALL students and ALL staff.

NOTE: teachers are to cease all instruction throughout the drill.

GENERAL INSTRUCTIONS:

- The lockdown drill will begin with an announcement: "THIS IS A DRILL. THIS IS ONLY A DRILL. ALL STUDENTS AND STAFF, LOCKDOWN. LOCKDOWN. LOCKDOWN"
- DO NOT OPEN ANY DOORS FOR ANYONE UNTIL YOU HEAR AN ANNOUNCEMENT OVER THE SPEAKERS BY AN ADMINISTRATOR
- If you hear a fire alarm, DO NOT OPEN DOORS OR EVACUATE.
- We will conclude the drill as soon as we can (approximately three to five minutes). The drill is only complete when you hear "THE LOCK DOWN DRILL IS CONCLUDED. THE LOCK DOWN DRILL CONCLUDED".
- All teachers and staff need to take roll DIRECTLY AFTER THE DRILL.
- Staff, please review all of the pertinent protocols above with your students. They should know what to do in the case of a lockdown in each period.
- All teachers and staff need to identify a safe area in their classroom or general workspace wherein an intruder will not be able to see you or their students.
- All teachers MUST review the pertinent procedures listed herein with students BY END OF DAY ON FRIDAY.
- **Period 2 teachers: please set aside time to discuss the drill with your students on Thursday, February 2. A message will also go out on Falcon Flash that day.**
- **All periods: please be sure to clearly point out your room's/area's Safe Space so all students know.**

CLASSROOM TEACHERS AND SUPPORT STAFF:

1. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately. This includes teachers on prep period or any student in the hallway.
2. Lock your door.
3. Lower or close any window coverings.
4. Place students against the wall so that the 'intruder' cannot see them looking in the door.
5. Turn OFF the lights, computer monitors, and cell phones.
6. Keep students quiet (cell phones off).
7. Grab and hold onto your emergency backpack.
8. Barricade door with two desks (for the drill) in a real situation you may want to barricade with bigger items.

P.E. TEACHERS

1. Move all students into the locker rooms and ensure all locker room doors are locked.
2. Keep students quiet.
3. Identify a male and female teacher who will grab the emergency backpacks for ALL PE Teachers and distribute them to the teachers (while the other teachers monitor students).

NON-CLASSROOM SUPPORT STAFF

1. Find a safe space, closet, or office.

2. Any students must stay with staff in a safe space
3. Secure Doors
4. Stay out of Site
5. Turn off lights if possible.

STAFF/STUDENTS IN BATHROOMS

1. Move into a stall, lock the stall, and stand on the toilet.

STAFF/STUDENTS IN HALLWAYS

1. Move into a classroom or office immediately. DO NOT RUN BACK TO THE CLASSROOM YOU'RE COMING FROM OR YOUR OFFICE.

NOTE: Parents have been notified via Parent Square email. A phone message will be sent to all parents on Monday, January 30 informing them of the drill. A reminder message will be sent on Tuesday, February 1.

TEACHER/STAFF TALKING POINTS




Note: Please use your professional judgment to couch these talking points in a developmentally appropriate manner. Students need to be prepared in the small chance something may happen; however, discussions of active shooters/lockdowns and lockdown drills may be traumatic for some students.

- Some reasons for the lockdown to be initiated may be:
 - An out-of-control person who is a threat to the safety of our students, staff, or himself/herself
 - Someone with a weapon is on campus
 - An intruder is on campus
- If an active shooter is on campus but your class is not close to the shooting, the best protocol may be to run rather than lockdown. The best response will depend on the situation and location of the threat. Please see the "Run, Hide, Fight" protocol.
- During a lockdown, mobile phones are to be turned off (NO phone calls).
- During the lockdown, there is to be ABSOLUTE SILENCE.
- If a fire alarm goes off during a lockdown drill, we DON'T evacuate because the alarm may have been triggered by the intruder precisely to get students and staff to exit into open spaces.
- Don't open the door for anyone during a lockdown (even people we know) because the intruder could be coercing/threatening the trusted person at the door while the intruder is just out of sight.

PREVENTING AND PREPARING FOR AN ACTIVE SHOOTER INCIDENT: A FACT SHEET FOR SCHOOL EMPLOYEES

What can school employees do during an active shooter incident?

If you are in an active shooter situation, follow the Run, Hide, Fight strategy:

Run, Hide, Fight Strategy for Active Shooter Incidents	
 RUN	<ul style="list-style-type: none">• If you hear a noise that sounds like a gunshot, leave. Do not wait for confirmation.• If there is an escape path, do your best to escape.*• Take others with you but don't stay behind if they do not want to run.• Leave your belongings, except your cell phone. If you have anything in your hands the police may think you are the shooter.
 HIDE	<ul style="list-style-type: none">• If it is not possible for you to evacuate you should find a place to hide.• Lock and/or blockade the door. Do not trap yourself or restrict your movements.• Concealing yourself behind a large filing cabinet is better than taking cover under a table, as the cabinet can protect you from bullets but being under a table would not.• Turn off the lights.• Silence your cell phone.
 FIGHT	<ul style="list-style-type: none">• As a last resort, and if your life is in danger, fight the shooter.• Improvise weapons from fire extinguishers, chairs, and scissors. Use these commonly available items to disable or disarm the shooter.• Act as aggressively as possible against the shooter.
<p><i>* In the Columbine High School shooting, 10 of the 12 people killed had remained "locked down" in a library that had a backdoor through which everyone could have escaped. If possible, run. It is the best way to improve your chance of survival.</i></p>	

FIRE ALERT

A Fire Alert may be activated by any person. Call 911 and report the fire immediately to an administrator, DSO, and/or any office extension:



❖ Front Desk	68000
❖ Principal	68001
❖ Asst. Principal	68002
❖ Asst. Principal	68004
❖ Asst. Principal	68005
❖ Office Manager	68006

Fire Alert: LOUD PIERCING ALARM

In the event of fire or smoke, one should pull the nearest fire alarm box and/or report immediately to the school office. A fire drill bell will start with a loud piercing alarm in each room. All staff and students should follow the following procedures:

1. Evacuate the building and follow the **TEACHER DUTIES DURING AN EVACUATION**.
2. Go to the **EVACUATION ASSEMBLY AREA** located on the outdoor basketball courts.
3. Teachers have been assigned an area to take their class in times of emergency (see map). Each teacher will complete the **EVACUATION REPORT FORM** and transfer the information to the **Command Post**. **Staff that are not in a classroom will report to the command center including teachers that are on their prep period.**
4. **Certain Staff members have been assigned to an emergency operations team. They should report with their teams after checking in to the command center or ensuring their students are safely evacuated or a buddy teacher.**



DISASTER ALERT

A “disaster” is an event, expected or unexpected, in which a community’s available, pertinent resources are expended; the need for resources exceeds availability; a community undergoes severe danger; incurs losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community’s essential functions are prevented. A “disaster: may develop out of an “emergency” or may result from natural or man-made causes not defined as an “emergency;” i.e., a flood, storm, wildfire, downed aircraft, or power outage. A “disaster” will usually be accompanied by a “crisis.”

TO DO:

- 1. Total school lockdown**
- 2. Overt search**
- 3. Building(s) will be evacuated**

DUCK AND COVER ALERT



Teacher duties during an earthquake:

1. All teachers, staff, and students **MUST** take cover under a desk/table when an earthquake occurs. Hold on to the legs of the desk/table to cover your head.
2. If you are in the classroom - wait until all movement and/or sound has stopped before getting up.
3. Evacuate immediately when the staff/administrator gives the call. Follow teacher duties during an evacuation.
4. If you are in the library, computer room/lab, auditorium, gymnasium, restroom, or a room with no windows - wait until all movement and/or sound has stopped before getting up. If under furniture, hold the legs of the furniture to cover your head. Evacuate immediately when the staff/administrator makes the call to exit.
5. If you are in an open area, grass area, or field, wait for the movement to stop and move to the assigned area on the outdoor basketball court.

SPECIAL CIRCUMSTANCE

If an alarm goes off before school starts, report to your **1st period.**

If an alarm goes off during the passing period, lunch, or after school, report to the **previous period.**



AFTER SCHOOL PROGRAM AND ACTIVITIES

In the event of fire or smoke, one should pull the nearest fire alarm box and report it immediately to the school office or staff/administration. When the fire alarm sounds, everyone should evacuate the building to the outdoor basketball courts.

Staff and students must be familiar with the evacuation exits and the alternate exits of each classroom (See school map).

1. Teacher or adult supervisor will take the class roster and red emergency backpack with him/her.
2. Classroom doors and windows should be closed.
3. Attendance must be taken immediately and all students must be accounted for.
4. At no time is the classroom teacher to leave their classroom unattended or to conduct a search for a missing student.
5. No one is to re-enter any school building until directed by the fire department.
6. No student is to be released from school to anyone without the principal or designee's authorization.
7. If no principal or administrator is on school grounds, a designated staff member will notify the incident to Santa Ana School Police at:

(714) 241-8114 or ext 68114 or 68117

8. One designated staff will station at Greenville st. or Occidental to greet the responding District/Police/ Fire Department official in charge

TEACHER DUTIES DURING AN EVACUATION:



1. Evacuate classroom/ or area in a safe manner.
2. Take your red folder, and emergency backpack. Exit the classroom and building following the safest possible route.
3. Do not move any seriously injured or unconscious student(s). Report injuries to the administration or main office staff. (Accountability Report)
4. Turn lights off and keep the classroom door unlocked.
5. Check on Buddy Teacher(s) and pick up their class if necessary.
6. Escort your class to the assigned area on the outdoor basketball courts/field.
7. Have a student hold your room number sign high above their head.
8. Take attendance while students sit in two rows.
9. Immediately fill in the ACCOUNTABILITY REPORT FORM. Make sure to include all staff members in your classroom (Instructional Assistant, Student Paraprofessionals, student teacher, Co-Teacher.
10. Send a runner to turn in the report form. The attendance reports must be communicated to the principal or designee at the command post.
11. Each teacher is required to keep their students under control and with them for the duration of the exercise or actual emergency.
12. If you are assigned to a specific emergency team, leave your class, class roster, and emergency backpack with your Buddy Teacher, then report to your team.
13. Provide students/minors with first aid and comfort.
14. Inform the principal or designee of injured students that need to be sent to the first aid station.
15. School Staff are emergency responders and are required to stay in an emergency until release.



POWER OUTAGE

Command Center-Front Office

1. Custodian to call Building service
2. Safety officers to check on Elevators, stairs, and restrooms
3. Teacher with prep periods should report to the front office for instructions
4. Staff and Students are to stay in the classroom the outage happened
5. If the outage happened during passing period, they should report to their next class.
6. Do not release your student to passing period unless you're informed to do so by HeyHQ and or an adult going class to class with the information.
7. If you are unable to get updated information through HeyHQ use your buddy system
8. Check on your buddy system and make sure they are ok
9. An adult will walk around and share the updated information
10. School Staff are emergency responders and are required to stay in an emergency until release.

Emergency Binder

1. List of all teachers with preps by period
2. List of all teachers
3. Map of the school
4. Teachers phone numbers

New Form of Mass Emergency Communication



HeyHQ app.

If you do not remember your login information, click “**Forgot Password**” and you will receive an email with a temporary 4-digit passcode.

If the system does not recognize you please email Catalina Del Real Catalina.delreal@sausd.us with the following information and she will create an account for you.

1. Full Name
2. Employee ID
3. Email
4. Phone Number
5. Title
6. Site

Once your account is created, you will receive an email with a temporary 4-digit passcode. Download the HeyHQ app and upon logging in, you will be prompted to create a new 4-digit passcode and will be logged in. Please contact Catalina if you experience any issues.

For staff that don't have a mobile phone or cell phone, HeyHQ has a desktop version available. To access the desktop version please use the link below.

<https://mobile.heyhq.com/login>

Feel free to contact Catalina Del Real at Risk Management if you have any questions or need further assistance she can be reached at (714) 558-5284 ext. 75284 or Catalina.DelReal@sausd.us.

Respectfully,

Lupe Dominguez Breceda, CSRM

Risk Management Technician

Santa Ana Unified School District

(714) 558-5875 PH | (714) 480-5320 FX

Lupe.dominguez@sausd.us