

COMPREHENSIVE SAFE SCHOOLS AND EMERGENCY MANAGEMENT PLANS UPDATE

NOVEMBER 18, 2021

PRESENTED BY:

RYAN SEBERS

DIRECTOR, STUDENT SERVICES

South San Francisco Unified School District

Discussion Focal Points

- Emergency Preparedness Plans:
 - Safe School Site Plans
 - District Emergency Response
- Emergency Drills
- Training and Improvements
- Support and Partnerships
- Emergency Preparedness for Families at Home

Site Plans

- All plans are compliant with state and national standards:
 - CA Standardized Emergency Management System (**SEMS**)
 - National Incident Management System (**NIMS**)

- All plans submitted to Student Services, reviewed annually:
 - Verification of required components
 - Suggestions/Recommendations for improvement

- Each school site has completed a Safe School and Emergency Management Plan for the 2021-22 school year.
 - Each plan includes updated Safe School Environment Guides and Emergency Management Action Plans, approved annually by School Site Council or PTA within each school.

Site Plans – Protecting the School Community

- Evacuation and Command Center locations, with alternates
- Site Maps and Plant Schematics (*includes Evac Routes and Utilities Locations*)
- Utility-Shutoff Procedures
- Safe School Programs and Activities
- Emergency Management Action Plan
- Team Org Chart and Contact Roster
- List of Staff with Emergency Skills Training

Site Plans – Protecting the School Community (Continued)

- Team Roles and Responsibilities
- First Aid and Emergency Supplies (Inventories)
- Students & Staff with Special Needs
- Child Abuse Reporting Protocol
- Suicide Prevention Protocol
- Master Schedule and Contact Lists
- Emergency Contact Info and Drill Schedule Template

District Emergency Response Handbook

- The District's revised Emergency Management Handbook is included within each school site plan.
 - Maintains a clear and consistent emphasis upon San Mateo County's **Big Five** response protocol
 - Utilities Outages section, includes new Fire Watch protocol, anticipating PG&E planned shut-offs
 - Updated Air Quality Protocol and Procedures
 - COVID-19 safety considerations during poor air quality conditions
 - Alternate Communications Protocol
 - Parent-Child Reunification Process

Air Quality

- EPA **AirNow** Resource & **BAAMQD** (Bay Area Air Quality Management District) Air Quality Index (AQI) measures levels of health concern:

0 – 50	Good, no health effects
51 – 100	Moderate
101 – 150	Unhealthy for Sensitive Groups
151 – 200	Unhealthy
201 – 300	Very Unhealthy
301 – 500	Hazardous
- AirNow.gov, BAAQMD.gov, 1-800-HelpAir

Air Quality

- **At 101 – 150 Unhealthy for Sensitive Groups:**
 - Students and staff with respiratory conditions (e.g. asthma), encouraged to refrain from outdoor activities that involve heavy exertion, such as athletic practices.

- **At 151 – 200 Unhealthy:**
 - **Limited Outdoor Activity Protocol:**
 - Requires schools to limit prolonged outdoor exposure
 - Activities moved indoors
 - If necessary, cancel outdoor activities/events which cannot be moved indoors
 - Ingress and egress within and about school facilities must be done expeditiously

Air Quality

- **At 201 – 300 Very Unhealthy:**
 - Superintendent may consider closing schools and offices, sending students and staff sent home.
 - If District facilities remain open, Limited Outdoor Activity Protocol remains in effect.
 - Students and staff may be encouraged to remain home during the episode.

- **At 301 – 500 Hazardous:**
 - Official emergency may be announced by city/county/state
 - All recreational, non-emergency commercial facilities closed
 - Governor may prohibit use of all non-emergency motor vehicles.
 - District would be subject to disaster preparedness policies and procedures of the city and/or San Mateo County.

Table of Contents: Emergency Response Handbook

I. Immediate Action Response Procedures: The Big Five	Page
<input type="checkbox"/> Disaster Service Workers: Understanding our Role, Doing our Part	3
<input type="checkbox"/> Calling 911	4
<input type="checkbox"/> Immediate Action Responses	5
① Drop, Cover & Hold On	6-8
② Evacuation	9-11
③ Lockdown / Barricade	12-16
④ Secure Campus	17-18
⑤ Shelter In Place	19-20
<input type="checkbox"/> Emergency Calling System and Sample Scripts	21
II. People Crises	Page
<input type="checkbox"/> Active Shooter/Intruder	22
<input type="checkbox"/> Hostile Visitor or Staff	23
<input type="checkbox"/> Death of a Student or Staff	24
<input type="checkbox"/> Medical Emergencies	25
<input type="checkbox"/> Missing Child, Abduction	26
<input type="checkbox"/> Sexual Assault	27
<input type="checkbox"/> Suspicious Package or Product	28-29
III. Natural Disasters	Page
<input type="checkbox"/> Earthquake	30
<input type="checkbox"/> Fire	30
<input type="checkbox"/> Flood	30-31
<input type="checkbox"/> Weather (Severe)	32
IV. Physical Plant Hazards	Page
<input type="checkbox"/> Bomb Threat	33
<input type="checkbox"/> Bomb Threat Check List	34-35
<input type="checkbox"/> Explosion or Gas Leak	36
<input type="checkbox"/> Hazardous Material Release	37
<input type="checkbox"/> Plane Crash	38
<input type="checkbox"/> Air Quality	38-40
<input type="checkbox"/> Utility Failures (Water, Gas, Electricity)	41-45
V. Parent-Child Reunification	Page
<input type="checkbox"/> Parent-Child Reunification Process	46-48
<input type="checkbox"/> Reunification Checkpoint Cards	49-50
VI. Communication	Page
<input type="checkbox"/> Alternate Communications Protocol	51-53
<input type="checkbox"/> Emergency Phone Contacts	54
<input type="checkbox"/> School Site Emergency Phone Lines	55
<input type="checkbox"/> Sprint ERT Radio Phones Directory	56-57
<input type="checkbox"/> Sprint ERT Radio Phones User Guide	58-62
<input type="checkbox"/> Emergency Calling System Instructions	63-66
VII. Emergency Drills	Page
<input type="checkbox"/> Emergency Drill Requirements	67
<input type="checkbox"/> Emergency Drill Schedule Template	68

The Big Five



ACTION	DESCRIPTION
DROP, COVER & HOLD ON	During an earthquake or explosion to protect building occupants from flying and falling debris.
EVACUATION	When conditions outside the building or off-site are safer than inside or on-site. Orderly movement to a pre-determined safe location
LOCKDOWN / BARRICADE	IMMEDIATE threat of danger, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.
SECURE CAMPUS	POTENTIAL threat of danger in the surrounding community. All classroom/office doors are locked, Instruction continues as planned
SHELTER IN PLACE	Isolate students and staff from the outdoor environment, provide greater protection from harmful contaminants.

Lockdown vs. Secure Campus

Lockdown/Barricade is used for:

- ▣ Immediate danger on campus or in the surrounding community not preceded by any warning
- ▣ Threat of extreme violence outside the classroom
- ▣ Gunfire

- ▣ Demands quick action
- ▣ Requires common sense thinking under duress
- ▣ Hallways cleared, students and staff go inside immediately
- ▣ Doors locked and barricaded
- ▣ All students and staff remain still and quiet; cell phones turned off
- ▣ No one allowed to enter or leave rooms until ALL CLEAR

Lockdown vs. Secure Campus

Secure Campus is used for:

- ▣ Potential threat of harm and/or law enforcement activity in the surrounding community
- ▣ No immediate/direct threat to the school/site
- ▣ Intended to prevent a potential intruder from entering campus.
- ▣ Exterior classroom/office doors are locked
- ▣ Instruction continues as normal
- ▣ Heightens awareness while honoring instructional time
- ▣ Can be elevated to **Lockdown** if needed

Emergency Drills

1. Drop, Cover, & Hold (Earthquake)

→ Elementary & Middle: 1 per quarter

→ High School: 1 per semester

2. Evacuation (Fire)

→ Elementary: 1 per month

→ Middle: 1 per quarter

→ High School: 1 per semester

3. Lockdown / Barricade

→ All Schools: 1 per semester

4. Secure Campus

→ All Schools: 1 per school year

5. Shelter in Place

→ All Schools: 1 per school year

6. Site Plan and District Handbook Orientation w/Staff

→ All Schools: 1 per school year

Emergency Drills (continued)

- All school site drill schedules submitted to Student Services annually at the end of each school year
 - End-of-year reporting process:
 - Proposed drills for the upcoming school year
 - Final actual dates of drills/exercises conducted for the completed school year.
 - Drill logs emphasizing strengths, areas for improvement
- Schools developing new practices for difficult campus situations:
 - Large scale evacuations, obstacles, power outages
 - Parent-Child reunification
 - Quick, Reliable Lockdowns – taking into account non-regular staff and visitors on campus.

Other Training & Improvements, Support, Partnerships

- Ongoing Emergency Broadcast System Tests (1 per Semester)
- Development/Improvement of Communications Processes, Crisis Communication messaging
- Partnership with Via Heart
 - ▣ AED Devices at all sites
 - ▣ AED/CPR Training
- San Mateo County Coalition for Safe Schools and Communities
 - ▣ Threat Assessment Protocol
 - ▣ Suicide Prevention Protocol
- SMCOE Big 5 Training Series for School Site Teams
- SMCOE Pandemic Recovery Framework

Other Training & Improvements, Support, Partnerships

- Addition of new mental health services (Daybreak, Care Solace)
- Threat Assessment Level 1 teams established at each site, including district-level team
- Addition of new Socio-Emotional Learning (SEL) Teacher on Special Assignment (TOSA)
- Addition of new Coordinator of Restorative Processes and Alternative Interventions
- Revised District Expectations for Student Success Handbook
- Monthly/quarterly meetings with Assistant Principals, and frequent communication with site administrators (policy, procedures, protocol, best practices)
- District Office Personnel Emergency Procedures, aligned to District Emergency Response Handbook

Support & Partnerships (continued)

- Youth Services Bureau (YSB) of the YMCA
 - School Safety Advocates Program at middle and high schools
 - Elementary Counseling program, all elementary sites
- San Mateo County Human Services Agency (HSA)/StarVista
 - Family Resource Center, on site clinician
 - Family, clinical, community services, suicide prevention hotline
- Daybreak Health
 - Comprehensive online counseling support - for youth ages 11-19
 - Anxiety, motivation, academics, concentration, depression, & more
- Care Solace
 - Online resource with a live 24/7 concierge
 - Assists students and families w/finding local mental health related programs and counseling services.
- SMCOE Safe and Supportive Schools
 - Provides several resources to support school safety and wellness

Emergency Preparedness for Families at Home

- SSFUSD.org → Parent & Community Resources
 - Emergency Preparedness for Families at Home
 - Checklist and Resources for building a family plan (Ready.gov)
 - How to Create a Family Emergency Communication Plan
 - Steps and template for managing family contacts and meeting places (FEMA)
 - COVID-19 Prevention for Families
 - Household Checklist (CDC)