

# COMPREHENSIVE SAFE SCHOOLS AND EMERGENCY MANAGEMENT PLANS UPDATE

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# Site Plans

- All plans compliant with:  
CA Standardized Emergency Management System (**SEMS**)  
and National Incident Management System (**NIMS**)
- Each school site has completed a Safe School and Emergency Management Plan for the 2019-20 school year.
  - Each plan includes updated Safe School Environment Guides and Emergency Management Action Plans approved annually by PTA or School Site Council 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

# Site Plans & District Emergency Handbook

- All plans are submitted to Student Services, reviewed annually
  - Verification of required components
  - Suggestions/Recommendations for improvement
  
- District's revised Emergency Management Handbook is included within each school site plan.
  - Revised Communications section, updates to Alternate Communications Protocol, Sprint ERT Phones
  - Refined Parent-Child Reunification Process
  - Updated Air Quality Protocol and Procedures

# Air Quality

- Bay Area Air Quality Management District (BAAMQD) 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

- 1-800-HelpAir <http://www.baaqmd.gov/>

# 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 will be called 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**

<b>I. Immediate Action Response Procedures: The Big Five</b>	<b>Page</b>
<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
<b>II. People Crises</b>	<b>Page</b>
<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
<b>III. Natural Disasters</b>	<b>Page</b>
<input type="checkbox"/> Earthquake .....	30
<input type="checkbox"/> Fire .....	30
<input type="checkbox"/> Flood .....	30-31
<input type="checkbox"/> Weather (Severe) .....	32
<b>IV. Physical Plant Hazards</b>	<b>Page</b>
<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 (Distant, Nearby) .....	37
<input type="checkbox"/> Plane Crash .....	38
<input type="checkbox"/> SMOG Alert .....	38
<input type="checkbox"/> Utilities Failure .....	39
<b>V. Parent-Child Reunification</b>	<b>Page</b>
<input type="checkbox"/> Parent-Child Reunification Process .....	40-42
<input type="checkbox"/> Reunification Checkpoint Cards .....	43-44
<b>VI. Communication</b>	<b>Page</b>
<input type="checkbox"/> Alternate Communications Protocol .....	45-47
<input type="checkbox"/> Emergency Phone Contacts .....	48
<input type="checkbox"/> School Site Emergency Phone Lines .....	49
<input type="checkbox"/> Sprint ERT Radio Phones Directory .....	50-51
<input type="checkbox"/> Sprint ERT Radio Phones User Guide .....	52-56
<input type="checkbox"/> Emergency Calling System Instructions .....	57-60
<b>VII. Emergency Drills</b>	<b>Page</b>
<input type="checkbox"/> Emergency Drill Requirements .....	61
<input type="checkbox"/> Emergency Drill Schedule Template .....	62

# The Big Five



ACTION	DESCRIPTION
<b>DROP, COVER &amp; HOLD ON</b>	During an earthquake or explosion to protect building occupants from flying and falling debris.
<b>EVACUATION</b>	When conditions outside the building or off-site are safer than inside or on-site. Orderly movement to a pre-determined safe location
<b>LOCKDOWN / BARRICADE</b>	<b>IMMEDIATE</b> threat of danger, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.
<b>SECURE CAMPUS</b>	<b>POTENTIAL</b> threat of danger in the surrounding community. All classroom/office doors are locked, Instruction continues as planned
<b>SHELTER IN PLACE</b>	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
  - 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
- San Mateo County Coalition for Safe Schools and Communities
  - Threat Assessment Protocol
  - Suicide Prevention Protocol, SMCOE/SSFUSD Guidelines and Reporting Procedures
- SMCOE Big 5 Training Series for School Site Teams
- Revised District Expectations for Student Success Handbook
- Monthly meetings with Assistant Principals (Policy, Procedures, Protocol, Best Practices)
- Development of New 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, expanded access to all elementary sites
  
- San Mateo County Human Services Agency (HSA)/StarVista
  - Family Resource Center @ Martin Elementary
  
- SSFPD School Resource Officers
  - Visit school sites, assist with emergency planning, drills, and keeping secure grounds
  - Build positive rapport with students and community