

THE BIG FIVE:
EMERGENCY PREPAREDNESS IN OUR
SCHOOLS AND COMMUNITIES

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Discussion Points

- Background and purpose
- The Big Five states of readiness
 - Drop, Cover, & Hold
 - Evacuation
 - Lockdown/Barricade
 - Secure Campus
 - Shelter-in-Place
- The core of SSFUSD emergency preparedness plans
- Emergency Drills
- Training, Support, & Partnerships
- Emergency Preparedness for Families at Home

The Big Five – San Mateo County

- 23 school districts, 20 law enforcement agencies
- Approx. 94,000 students across 20 municipalities and unincorporated areas
- Sharing a common language and understanding of immediate response protocols in an emergency
- Standardized response system adopted by emergency services agencies in San Mateo County
- Provides immediate action steps to protect our school communities
- “The Big Five” developed by the San Mateo County Coalition for Safe Schools and Communities in 2014
- Result of a year-long stakeholder engagement process involving educators, law enforcement, fire dept’s, public health, government agencies, and the community at large

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.

Drop, Cover, & Hold On

Drop, Cover, & Hold on is used for:

- ▣ Earthquakes
- ▣ Explosions
- ▣ Falling Debris

- ▣ Indoor/Outdoor precautions
- ▣ Most injuries in earthquakes are the result of breaking glass or falling objects
- ▣ Attention to aftershocks
- ▣ Staff and students assist those with special needs to ensure safe cover for all
- ▣ Evacuate only if there is damage to the building, the building is on fire, or location is in a tsunami zone

Evacuation

Evacuation is used for:

- ▣ Fire
- ▣ Chemical accident
- ▣ Certain qualified circumstances involving earthquakes, bomb threats, or threat of explosion
- ▣ Exit from buildings to designated safe sites (on-campus or off-site)
- ▣ Alternate routes may be needed based on circumstances
- ▣ Staff and students assist those with special needs to ensure safe egress of all

Lockdown/Barricade

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

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

Shelter-in-Place

Shelter-in-Place is used for:

- ▣ Hazardous outdoor conditions
- ▣ External chemical release/spills
- ▣ Fire in the community/air pollution
- For longer-term situations, until external hazards are cleared
- Heating, air conditioning, ventilation systems may be shut down
- Pilot lights and sources of flame may need to be extinguished
- Gaps around doors and windows may need to be sealed
- Allows for free movement within classrooms or offices

District and Site Emergency Response Plans

- **The Big Five** response protocol is at the core of the District's Emergency Management Handbook
- Each school develops an annual Safe School and Emergency Management Plan, which includes the District handbook.
- All plans are compliant with state and national standards:
 - CA Standardized Emergency Management System (**SEMS**)
 - National Incident Management System (**NIMS**)

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
- Improving practices for difficult campus situations:
 - Utilizing trauma-informed drill strategies
 - Performing evacuations w/the possibility of obstacles, power outages
 - Parent-Child reunification
 - Quick, Reliable Lockdowns and Secure Campus – taking into account non-regular staff and visitors on campus.

Training, 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
- SMCOE Big 5 Training Series for School Teams
- SMCOE Safe Schools Framework

Additional Support & Partnerships

- **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

- SMCOE Safe Schools and Communities
 - ▣ The Big Five – [Community overview and packet](#)
- 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 (Ready.gov)
- COVID-19 Prevention for Families
 - ▣ [Household Checklist](#)