The Big Five

Hazard Responses



Coalition for Safe Schools & Communities

Coalition for Safe Schools & Communities

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HAZARDS: CHEMICALS AND GAS

Knowledge of the location of existing pipelines near or on school property is essential for preparedness in the event of a hazardous chemical or gas leak. Pipeline markers are generally yellow, black, and red and can vary in shape and size. Excavation is a leading cause of pipeline damage, so it is important to follow strict on-site protocols prior to digging on school property. The facilities supervisor should call **811** to confirm the planned dig location is safe.

All school personnel, including cafeteria managers and custodians, shall immediately report any hazardous chemical or gas odor or leak to the School Incident Commander.

Design school bus routes and student pick-up/drop off locations to avoid contact with pipelines and pipeline rights-of-way. This helps to ensure evacuation routes are safe in a pipeline emergency.

HOW TO DETECT A GAS LEAK:

A gas leak can be detected by a sulfur-like odor, a hissing, whistling, or roaring sound coming from underground or a gas appliance, dirt spraying into the air, or the appearance of dead vegetation in an otherwise moist area.

HAZARDS: CHEMICALS AND GAS

SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS: INSIDE SCHOOL BUILDINGS:

- Assume Incident Command role and call **911** from a safe location. Must be ready to provide location, status of campus, and all available details of the situation
- If a gas leak is discovered inside the building, evacuate the affected building immediately to an area that is upwind of the suspected leak. Follow **EVACUATION** Protocol
  - Do *not* use a telephone of any kind until in a safe area
  - Do *not* take any action to cause heat or sparks
- Consult with emergency personnel and utility company to determine next steps
- When able, alert the Superintendent's Office
- Deploy Incident Command System (ICS) Safety Team to isolate and restrict access to potentially contaminated areas
- A Unified Command Post will be established at a safe location away from the building to determine any further action. The Fire Department Incident Commander or other emergency personnel will assume responsibility of the scene and determine the appropriate actions to further mitigate the emergency. The School Incident Commander will coordinate directly with fire and police commanders and utility company.
- In consultation with the Fire Department Incident Commander and utility company, the School Incident Commander will make a determination to implement procedures to cancel school or resume normal building operations
- In the event of a suspected hazardous chemical or gas odor or leak, immediately notify School Incident Commander
- At the direction of the Incident Commander, evacuate students from immediate vicinity of danger. If odor is severe, leave the area immediately; do not wait for Incident Command
- Follow Evacuation protocol and use designated routes or other alternate safe routes to an assigned Assembly Area located upwind of the affected room or building
- Leave any equipment or machinery "as is"
  - Do *not* switch lights on or off

INCLEMENT WEATHER: HIGH WINDS

High winds can occur any time during the school year and may require additional actions depending on the accompanying weather event. Notification of possible high winds may occur days or just hours prior to the event.

STAY INFORMED:

Download the ***Genasys Protect*** app for real-time alerts and warnings, including those related to fires. The app is available for students, teachers, administrators, and the general public. Note that this app is recommended by the San Mateo Consolidated Fire Department.

Monitor ***National Oceanic and Atmospheric Administration Weather Radio All Hazards*** for current status reports for high winds resulting from inclement weather.

High winds may be associated with **heat events**, wildfires, and/or **poor air quality** due to wildfire smoke. School sites may experience Public Safety Power Shutoffs (PSPS) **(power outages)** and in that event may need to implement a **Fire Watch**.

High winds may also occur during colder months and be associated with winter storms, resulting in **power outages** and flooding. If more than one emergency is present, please address the event as a multi-hazard event and implement the necessary hazard response protocols.

SCHOOL INCIDENT COMMANDER/SITE ADMINISTRATOR ACTIONS:

- Assume Incident Command Role
- Make the announcement to implement SHELTER-IN-PLACE protocol
- Close all doors and windows.
- Notify law enforcement that school site is implementing **SHELTER-IN-PLACE** due to high winds
- Communicate with students, staff, and families about the situation and update regularly
- Monitor National Oceanic and Atmospheric Administration Weather Radio All Hazards for current status reports for high winds resulting from inclement weather
- When it is safe to do so, direct Operations Division Leader to conduct Search and Rescue and Logistics Chief to assess facilities and utilities for damage and need for restoration

INCLEMENT WEATHER: HIGH WINDS

CONSIDERATIONS:

Relocate staff and students from portable classrooms and gymnasiums or multi-purpose rooms into safer building structures.

Instruct staff to move students into interior hallways if winds are strong enough to compromise windows and rooftops.

STAFF ACTIONS:

- Immediately gather any students from hallways or outside and direct them to return to their assigned classroom
- Close doors and windows (turn off HVAC if instructed to do so by Incident Commander)
- If instructed to do so by Incident Commander, relocate students and staff from portables or large open buildings such as gymnasiums, or multi-purpose rooms to safer buildings
- If instructed to do so, gather students and evacuate into interior hallways. Have students sit in the hallway, facing the interior walls in a Drop, Cover, and Hold On position
- If remaining in the classroom, move students away from exterior windows and doors, if possible
- If remaining in the classroom, continue instruction
- Stay alert, and wait for next instructions or All Clear

HAZARDS: FIRE OFF-SITE

A fire in the surrounding community can threaten school buildings and endanger students and staff. Response actions are determined by location and size of the fire, whether it is a wind-driven or chemical-driven fire, and how the surrounding terrain might influence the flames. Responding to a fire in the surrounding community requires "think-on-your-feet" alertness.

SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS:

- Assume Incident Command role
- Contact local fire department (call **911**) to determine location of fire and the correct action for school site
- Access the School "Emergency Response Box" (p. 43) that includes site maps, keys, rosters, etc.
- If appropriate, **SHELTER-IN-PLACE** or begin **EVACUATION** to off-site evacuation location according to site emergency plan. If needed, contact bus dispatch for transportation by bus to evacuation location
- In order to ensure all students and staff have left the building and are free from injury, direct Operations Division Leader to engage the Search and Rescue team
- Monitor radio stations and other public information sources for current status reports
- Determine if Student Release should be implemented. If so, notify staff, students and parents

STAFF ACTIONS:

- If students are to be evacuated and it is safe to do so, take attendance prior to leaving the building site
- Remove staff ID placard from emergency packet and put it on
- *Evacuate immediately to assembly area*. **DO NOT STOP** to collect belongings, but be sure to bring the classroom Go Pack which should include attendance roster and emergency supplies. Leave windows and doors closed, but unlocked
- Stay calm. Maintain control of the students at a safe distance from the fire and fire equipment

- Take attendance at the assembly area. Report any missing students to the School Incident Commander/site administrator and emergency response personnel
- Remain with students until Incident Command has determined it is safe to return
- Follow school emergency protocols for return to school

HAZARDS: FIRE ON-SITE

An on-site fire necessitates quick and decisive action to prevent injuries and further spread of fire. All doors leading to the fire should be closed. Do not re-enter the area for belongings. If the area is full of smoke, students and staff should be instructed to crawl along the floor close to walls to enable easier breathing and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires extinguished on-site by school staff, regardless of size, require that the Fire Department be notified.

SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS: FIRE WITHIN SCHOOL BUILDING:

- First, sound the fire alarm to implement **EVACUATION** of the building
- Assume Incident Command role. Put on emergency IC/Admin vest and continue as Incident Commander until relieved by emergency personnel
- Instruct designee to call **911**. Designee must be ready to provide location, status of campus, all available details of situation
- Access the school "Emergency Response Box" (p.43) in order to provide emergency responders with maps, keys, rosters, etc.
- Immediately **EVACUATE** the building or the school using the primary or alternate fire routes
- When able, alert Superintendent's Office
- To ensure that access roads are kept open for emergency vehicles, direct Safety Officer to open gates and clear pathways
- To ensure that all students and staff have left the building and to locate injured students/staff, direct Operations Chief to engage the Search and Rescue team or communicate to Unified Command
- Have Safety Officer report to Incident Command Post
- To ensure injured students and staff members receive medical attention, direct Operations Chief to engage Medical Team
- If needed, notify bus dispatch for off-site evacuation or communicate with Unified Command to engage SAMTRANS
- Do not allow staff and students to return to the building until the Fire Incident Commander declares that it is safe to do so

HAZARDS: FIRE ON-SITE

STAFF ACTIONS: FIRE WITHIN SCHOOL BUILDING:

- *Evacuate immediately to assembly area*. **DO NOT STOP** to collect belongings, but be sure to bring attendance roster and emergency supplies. Leave the windows and doors closed, but unlocked
- Stay calm; maintain control of the students at the designated assembly area
- Take attendance. Report missing students to the School Incident Commander/Site Administrator and emergency response personnel
- Maintain supervision of students until the Fire Department determines it is safe to return to the school building

HAZARD RESPONSE: WILDFIRES

WILDFIRE RESPONSE PROTOCOL FOR SCHOOLS:

Many schools in San Mateo County are located within High or Very High Fire Hazard Severity Zones. As such, schools are required to establish a Wildfire Response Protocol that includes evacuation options during an early evacuation warning, allowing sufficient time for the safe relocation of students and staff, and sheltering procedures when evacuation is not possible. Schools located outside these zones may still be impacted by wildfire activity and should maintain both evacuation plans and sheltering procedures if evacuation cannot be safely conducted.

Each School Site, regardless of Fire Hazard Severity Zone, shall coordinate with local Fire Department Representatives to establish a Shelter Refuge Location.

Wildfire response actions for schools may differ from those recommended for the general public. School decision-making must account for factors such as the number of students and staff requiring evacuation, available ingress and egress routes, access to mass transportation, and the vulnerable populations schools serve. In collaboration with local authorities, schools will determine the safest course of action based on current conditions. This protocol outlines the immediate response actions schools should take based on the threat level.

Wildfire Response Levels for Schools

Wildfire Activity Level	Level Description	School Actions
Level 1: Red Flag Warning Day	• Red Flag Warning has been issued for the immediate area • No fire/No immediate threat at this time	• **Stay Open** or Implement **School Closure/Remote Learning**
Level 2: Nearby Active Wildfire	• A wildfire is burning in proximity to the school • No Evacuation Warning has been issued • Be prepared to evacuate at a moment's notice	• **Stay Open** or Implement **School Closure/Remote Learning**
Level 3: Evacuation Warning	• Formal Evacuation Warning issued for the area • Calls for **Evacuation** of school	• Immediately initiate a **Student Release** on-site or at **Off-Site Evacuation Location**
Level 3: Evacuation Order	• Formal Evacuation Order — mandated **Evacuation** for all	• School **Evacuates** to **Off-Site Wildfire Evacuation Location** • School **Shelter-In-Place** in **Refuge Shelter** as last resort

HAZARD RESPONSE: WILDFIRES

LEVEL I RED FLAG WARNING DAY

A Red Flag Warning means warm temperatures, very low humidities, and stronger winds are expected to combine to produce an increased risk of fire danger. While a Red Flag Warning Day does not mean an active wildfire is occurring nor is it a prediction that one will happen, it does give school leaders in more vulnerable areas considerations to make decisions regarding school closure and safety, based on the multiple factors. Consideration should include Power Outages, Air Quality, Heat Index, and High Winds. If any of these hazards occur while on campus, implement a Multi-Hazard Response. A Red Flag Warning is issued when the conditions above are expected to occur or are occurring within the next 24 hours. This time frame typically allows schools to make a decision regarding school closure/remote learning the day prior to the Red Flag Warning Day.

SCHOOL INCIDENT COMMANDER – SITE ADMINISTRATOR ACTIONS:

- Assume Incident Command Role
- Communicate with the local fire department — determine the best course of action, based on the schools location, ability to evacuate if a Wildfire were to start, mass transportation access and more
- Maintain communication with Fire Department and Law Enforcement for situational updates and next steps
- Determine Status: School Closure (no instruction), Remote Learning or Regular School Day (in-person)
- Coordinate communication/s with district officials
- Communicate action plan with staff

Implementing School Closure/Remote Learning:

- Communicate with families as early as possible the day before
- Turn away families if they arrive at school, instructing them to return home for further instruction
- Contact families of students arriving by foot/bike/bus to come pick their child up due to school closure
- Staff can stay onsite for remote learning
- Follow procedures for implementing remote learning

Staying Open: In-Person Instruction:

- Communicate with families as early as possible regarding school being open
- Stay Alert
- Continue Instruction
- Follow Air Quality Guidance

LEVEL 2 NEARBY ACTIVE WILDFIRE

This level indicates that a wildfire is burning within the general region of the school site; however, there is no immediate threat to the school building or the surrounding campus area. "Proximity" may include situations where a wildfire is burning in a neighboring community, several miles away, on the opposite side of a ridge or valley, or elsewhere within county boundaries.

When determining whether the school should remain open during these conditions, several factors should be evaluated, including the school's distance from the fire, the site's fire hazard severity rating, road access concerns, wind shifts, fire behavior and the school's capacity to secure transportation for a rapid evacuation if necessary. Consult with your local Fire Department to help determine current risk and timeframes for decision making. While the school may not currently be in immediate danger, conditions can change quickly, and an evacuation warning may be issued with little notice. Remember, evacuating an entire school quickly will be extremely complicated.

THINK ON YOUR FEET: *SHOULD YOU EVACUATE NOW?*

SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS:

- Assume Incident Command Role
- Communicate with the local fire department - determine the best course of action, based on the schools location, wind shifts, fire behavior, access to mass transportation and the ability to evacuate if needed
- Maintain communication with Fire Department and Law Enforcement for situational updates and next steps

- Determine Status: School Closure (no instruction), Remote Learning or Regular School Day (in-person)
- Make the Announcement
- Coordinate communication/s with district officials
- Communicate action plan with staff

Implementing School Closure/Remote Learning:

- Communicate with families as early as possible - Provide continued updates during school closure/remote learning (may last several days)
- Turn away families if they arrive at school, instructing them to return home for further instruction
- Contact families of students arriving by foot/bike/bus to come pick their child up due to school closure
- Send Staff home to transition to remote teaching/work
- Implement procedures for distance learning due to a disaster (Instructional Continuity Plan)

Staying Open: In-Person Instruction

- Communicate with families as early as possible, prepare them for next steps if situation changes
- Provide continued updates during the school day/communicate plan for following day(s)
- Prepare Transportation (if available) for Evacuation and timely response
- Stay Alert
- Continue Instruction
- Follow Air Quality Guidance
- Prepare to dismiss Students through Student Release Process at end of school day- Do not allow students to leave campus by foot/bike/bus

HAZARD RESPONSE: WILDFIRES

LEVEL 3 EVACUATION WARNING

An Evacuation Warning indicates an impending threat to life or property in the immediate area. When authorities issue an Evacuation Warning, it may quickly escalate to an Evacuation Order. Due to the complexity of evacuating a school site and the time required to safely relocate students and staff, an Evacuation Warning should prompt the **evacuation of the school site. DO NOT WAIT** for an Evacuation Order to evacuate.

School administrators should coordinate closely with local fire and law enforcement agencies when implementing an evacuation, as roadways and surrounding areas may be restricted or closed. If mass transportation is available, coordinate with responding agencies to transport students to the designated **Off-Site Wildfire Evacuation Location.** Schools should also prepare to implement a Student Release, using the **Student Release Guidance for Schools** to support an orderly and safe evacuation and utilize the **Emergency Communication Guide and Templates.**

- Assume Incident Command Role
- Contact Law Enforcement; Consider Student Release On-Site or at the Off-Site Wildfire Evacuation location
  - Ingress/Egress Concerns for Student Release
  - Proximity of Active Wildfire
  - Mass transportation availability
- Contact Local Fire Department to notify them of plan
- Make the Announcement
- Coordinate communication/s with district officials
- Access Emergency Response Box and Student Release Supplies

Implementing Evacuation and Student Release On-Site:

- Initiate **Evacuation** to On-Site Evacuation Location (If safe to do so based on Air Quality)
- If Air Quality is above 150 AQI, Initiate a **Shelter-In-Place** while students are released to Parent/Guardian/Care Giver through Student Release Procedures
  - Take attendance
  - Direct the Operations Division Leader to conduct a site sweep for any remaining student and staff

  - Remain calm; assure students and staff
- Communicate with Families that a Student Release is being implemented immediately due to Evacuation Warning
- Follow Student Release Guidance for Schools and site specific procedures
- Do not let students who transported themselves via foot/bike/bus leave on their own
- Coordinate with Law Enforcement for safe Evacuation of students who drove vehicle to school
- **Evacuate** Non-ICS Staff
- Incident Command Staff to **Evacuate** after last student is released
- Communicate with families to receive situational information from Law Enforcement or Department of Emergency Services

Implementing Student Release from Off-Site Wildfire Evacuation Location:

- Initiate **Evacuation** of all Students and Staff to Off-Site Wildfire Evacuation Location
  - If Available: Use mass transportation to transport students and staff to Off-Site Wildfire Evacuation Location
  - If Transportation is not available: Walk to designated Off-Site Wildfire Evacuation Location, quickly and safely
  - If no Predetermined Location, work with Law Enforcement for safest Off-Site Location
    - Take attendance
    - Direct the Operations Division Leader to conduct a site sweep for any remaining student and staff
    - Remain calm; assure students and staff
- Communicate with Families regarding need to Evacuate: Instruct them to wait for further instructions regarding Student Release Procedures and Location
- Coordinate with Law Enforcement: wait to be instructed to initiate Student Release from Off-Site Evacuation Location
- When Safe to do so: Initiate Student Release using the Student Release Guidance for Schools and site specific procedures

- Communicate with families to receive situational information from Law Enforcement or Department of Emergency Services for ongoing Wildfire Threat

LEVEL 4 EVACUATION ORDER

An **Evacuation Order** is a lawful directive, typically issued by law enforcement, requiring the immediate evacuation of a location due to an imminent threat to life or property. Schools should not wait for an Evacuation Order to Evacuate. In the event a school has not evacuated during the preceding Evacuation Warning, law enforcement will direct the school to evacuate upon issuance of the Evacuation Order. When conditions allow, schools should **immediately** evacuate using mass transportation or by foot.

However, due to the complexity and time required to safely relocate students and staff, law enforcement or local authorities may determine that evacuation is not safe and instead instruct the school to **Shelter-in-Place**. This is the **LAST RESORT LIFE SAFETY OPTION**. In this case, all students, staff, and visitors must immediately move into the designated Sheltering Refuge identified in the school's Comprehensive School Safety Plan and remain there until local authorities determine it is safe to leave. The Sheltering Refuge should be a single building capable of accommodating the entire school community, enabling fire personnel to concentrate suppression efforts around that structure rather than across the entire campus.

- Assume Incident Command Role
- Coordinate with Law Enforcement for Immediate Response Action
  - Immediate **Evacuation** to Off-Site Wildfire Evacuation Location
  - **Shelter-In-Place** inside Sheltering Refuge
- Make the Announcement
- Coordinate communication/s with district officials
- Access Emergency Response Box and Student Release Supplies

Implementing Evacuation and Student Release Off-Site:

- Initiate **Evacuation** to Off-Site Wildfire Evacuation Location
- Take attendance upon Evacuation and upon arrival at Off-Site Location

- Direct the Operations Division Leader to conduct a site sweep for any remaining student and staff
- Remain calm; assure students and staff
- If Available: Use mass transportation to transport students and staff to Off-Site Wildfire Evacuation Location
- If Transportation is not available: Walk to designated Off-Site Wildfire Evacuation Location, quickly and safely
- If no predetermined location, work with Law Enforcement for safest Off-Site Location
- Communicate with Families regarding need to Evacuate: Instruct them to wait for further instructions regarding Student Release Procedures and Location
- Coordinate with Law Enforcement: wait to be instructed to initiate Student Release from Off-Site Evacuation Location
  - When Safe to do so: Initiate Student Release using the **Student Release Guidance for Schools** and site specific procedures
- Communicate with families to receive situational information from Law Enforcement or Department of Emergency Services for ongoing Wildfire Threat

Shelter-In-Place inside Sheltering Refuge

- Initiate Evacuation to Sheltering Refuge
- Relocate all Staff, Students and Visitors to Refuge
- Sit as close as possible, to ensure everyone can fit inside
- Close doors and windows to Refuge, including any inside doors
- Provide periodic updates to Students and Staff, even if there is no update
- Work with District to Provide Updates to Families
- Remain calm, assure students and staff
- Practice calming techniques and Trauma-Informed response tactics
- Wait until further instruction. Do not leave Sheltering Refuge until instructed to do so by Fire Department or Law Enforcement

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Wildfire Decision Guidelines

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WILDFIRE ACTIVITY LEVEL	LEVEL DESCRIPTION	SCHOOL ACTION	COMMUNICATION AND PROTOCOLS NEEDED
LEVEL I RED FLAG WARNING	**Red Flag Warning Issued** • Low humidity • High winds • High temperatures • No Active Fire	**IF NO STUDENTS ON CAMPUS (Before/After School)** **Staying Open:** • Communicate with families and prepare them for next steps if situation changes • Stay Alert • Continue Instruction • Follow Air Quality Guidance • Prepare for Student Release, if needed **Implement School Closure:** • Decide to move to remote learning or cancel school for the day, if necessary • Communicate with families as early as possible • Turn away families if they arrive at school • Contact families for students arriving by foot/bike/bus – to pick student up • Staff can stay onsite for remote learning	• Communicate to Fire Department and local Law Enforcement School's Action Plan • Contact District/SMCOE to Notify of Action Plan • Send out Communication to Staff • Send out Communication to Families • Notify Community of school closure
		IF DURING SCHOOL HOURS (Students on Campus) **Stay Open:** • Communicate with families/prepare them for next steps if situation changes • Stay Alert • Continue Instruction • Follow Air Quality Guidance • Prepare for Student Release, if needed	• Hazard Response Protocol for Schools • Emergency Communication Guide and Templates • Decision Making Guide for School Closure • Instructional Continuity Plan • Guidance Concerning Air Quality • School Air Quality Activity Recommendations • Student Release Guidance for Schools

WILDFIRE ACTIVITY LEVEL	LEVEL DESCRIPTION	SCHOOL ACTION	COMMUNICATION AND PROTOCOLS NEEDED
LEVEL 2 NEARBY ACTIVE WILDFIRE	**A wildfire is burning in proximity to the school** **No evacuation warning has been issued** **Evacuation warning may occur suddenly**	**IF NO STUDENTS ON CAMPUS (Before/After School)** **Implement School Closure:** • Move to Remote Learning or Cancel School if necessary for the day • Communicate with families as early as possible - Provide continued updates during school closure/remote learning • If during drop-off, turn away families as they arrive • Contact families for students arriving by foot/bike/bus – to pick up student • Send Staff home to transition to remote teaching/work	• Communicate with Fire Department and Law Enforcement for guidance • Maintain Communication with Fire Department and Law Enforcement for situational updates/evacuation warning • Contact District/SMCOE to Notify of Action Plan • Send out Communication to Staff • Send out Communication to Families • Notify Community of School Closure
		IF DURING SCHOOL HOURS (Students on Campus) **Staying Open:** • Stay Alert • Communicate with families as early as possible • Provide continued updates during school day- Communicate plan for the following day(s) • Prepare Transportation at site (if available) in event of Evacuation • Continue Instruction • Follow Air Quality Guidance • Prepare to dismiss Students through Student Release Process at end of school day- Do not allow students to leave campus by foot/bike/bus **Implement School Closure: Move to Remote Learning** • Communicate with families as early as possible • Initiate On-Site Student Release • Contact families for students who arrived by foot/bike/bus to pick up student • Send Staff home to transition to remote teaching/work • Provide continued updates during school closure/remote learning	• Hazard Response Protocol for Schools • Emergency Communication Guide and Templates • Instructional Continuity Plan • Guidance Concerning Air Quality • School Air Quality Activity Recommendations • Student Release Guidance for Schools

WILDFIRE ACTIVITY LEVEL	LEVEL DESCRIPTION	SCHOOL ACTION	COMMUNICATION AND PROTOCOLS NEEDED
LEVEL 3 EVACUATION WARNING	**Formal Evacuation Warning Issued for the Area** **Calls for Evacuation of School by Student Release**	**IF NO STUDENTS ON CAMPUS (Before/After School)** **Implement School Closure:** • Implement School Closure • Turn away families as they arrive • Encourage them to Evacuate the area • Contact families for students arriving by foot/bike/bus – to pick up students and Evacuate the area – Do not let them leave on their own • If Transportation is available- Evacuate Students on Campus to Wildfire Off-Site Evacuation Location • Evacuate Non-ICS Staff • Incident Command Staff to Evacuate after last student released	• Communicate with Fire Department and Law Enforcement for guidance and support with evacuation • Notify District/SMCOE • Send out Communication to Staff and Families • Notify Community of School Closure • Notify Off-Site Evacuation Location of pending arrival of students/staff
		IF DURING SCHOOL HOURS (Students on Campus) • Implement School Closure - Move to Remote Learning • Immediately Initiate Student Release Protocol • Do not allow students who arrived by foot/bike/bus to leave on their own • If Transportation is available – Transport Students to Off-Site Evacuation Location • Evacuate any remaining students to Off-Site Wildfire Evacuation Location • Evacuate Non-ICS Staff • Incident Command Staff to evacuate after last student released	• Hazard Response Protocol for Schools • Emergency Communication Guide and Templates • Instructional Continuity Plan • Student Release Guidance for Schools

WILDFIRE ACTIVITY LEVEL	LEVEL DESCRIPTION	SCHOOL ACTION	COMMUNICATION AND PROTOCOLS NEEDED
LEVEL 4 EVACUATION ORDER	**Active Wildfire Nearby** **Mandated Evacuation for Area** **Immediately Evacuate, if safe to do so** **If Evacuation is unsafe, move to Shelter Refuge**	**IF NO STUDENTS ON CAMPUS (Before/After School)** **Implement School Closure:** • Evacuate Immediately, if safe to do so, to Off-Site Wildfire Evacuation Location, o If Transportation is Available- transport students/staff to Off-Site Wildfire Evacuation Location • Shelter-in-Place, at designated Refuge Shelter as life saving last report measure • Turn away families as they arrive – if safe instruct them to Evacuate area, o Shelter-In-Place with families as last resort • Evacuate Students arriving by foot/bike/bus if safe to do so, o Shelter-In-Place as life saving last report measure • If Students/Staff still on campus Evacuate if safe to do so, o Shelter-In-Place as life saving last report measure • Staff to Evacuate Campus immediately if safe to do so	• Call 911 – Notify Dispatch of Action Plan • Work with Fire Department and Law Enforcement for guidance and support with evacuation or Shelter-In-Place • Notify District/SMCOE • School/District Sends out Communication to Staff • School/District Sends out Communication to Families
		IF DURING SCHOOL HOURS (Students on Campus) • Immediately Evacuate to Off-Site Wildfire Evacuation Location (if safe to do so) o If Transportation is Available- transport students/staff to Off-Site Wildfire Evacuation Location o Work with Law Enforcement to initiate Student Release, when safe to do so, from Off-Site Wildfire Evacuation location • If Evacuation is unsafe, Immediate move to Refuge Location to Shelter-In-Place until Fire Department gives all clear	• Hazard Response Protocol for Schools • Emergency Communication Guide and Templates • Instructional Continuity Plan • Student Release Guidance for Schools • Hazard Response Protocol

HAZARDS: POWER OUTAGES

If strong winds and dry conditions, combined with a heightened fire risk, are forecasted to threaten a portion of the electric system, it may be necessary for Pacific Gas and Electric (PG&E) to turn off electricity for safety. In the event of a planned or unplanned power outage (due to weather, construction or a downed line), school district and site administrators will need to determine if school closures are necessary.

For residents who live in impacted communities, PG&E will attempt to contact individuals via telephone, text, and email to alert them regarding an outage. Outages for a weather event could last longer than 48 hours. PG&E suggests customers prepare for outages that could last several days.

SCHOOL INCIDENT COMMANDER: ACTIONS TO TAKE BEFORE A PLANNED POWER OUTAGE

- PG&E will send out notification for Planned Power Outages when the forecasted conditions threaten the integrity of the electric system. PG&E will notify the assigned account holder/contact name on the PG&E account. Individuals will not automatically receive notifications
- The Account Holder/Contact Name should continually update their contact information to ensure consistent receipt of emergency notifications
- Site Administrators, Facilities Managers, and key District Staff who are non-account owners are encouraged to register with PG&E to receive notifications of planned power outages 48 hours prior to the outage
- One phone number can be enrolled per call, but an individual may choose to receive alerts for one or more ZIP Codes within PG&E's service territory
- Individuals must re-enroll each year to maintain this service

- To sign up to receive Public Safety Power Shutoff (PSPS) ZIP Code Alerts for an area where an individual is not the account holder:
  Call 1-877-900-0743 to enroll or enroll online at: Power Shut-Off Alerts
- How PSPS alerts work for non-account holders:
  - Alerts are sent out according to ZIP Code
  - Contacts are notified in advance at 48 hours, 24 hours, and just before power is shut off for safety in all or part of the ZIP Code(s) selected
  - The message informs the receiver how to get additional information about the potential outage, including specific areas potentially impacted

SCHOOL INCIDENT COMMANDER ACTIONS: AT NOTIFICATION OF PLANNED POWER OUTAGE

- Assume Incident Command role. Continue as Incident Commander until relieved by emergency personnel
- As soon as possible, communicate with the Superintendent's Office
- Determine when outage might occur and create a timeline for actions
- Work with Site and District Facilities staff regarding need for generator use to keep key equipment operating (student medical equipment, kitchen facilities, science lab equipment, athletic center mechanical equipment)
- If the planned outage occurs during a school day, determine if Student Release should be implemented. If so, notify staff, students, and parents
- If the planned outage is scheduled for subsequent days, determine the need for school closure or relocation of services
- Appropriately notify staff, students, and parents

HAZARDS: POWER OUTAGES

SCHOOL INCIDENT COMMANDER ACTIONS: UNPLANNED POWER OUTAGE

- Assume Incident Command role. Continue as Incident Commander until relieved by emergency personnel
- As soon as possible, communicate with the Superintendent's Office
- Gather information as to the cause of the outage (construction, circuit breaker, downed power line or PG&E Shut-Off)
- Determine the potential timeline for Power Restoration
  - View or Report Outages or call PG&E at 1-800-743-5000
- Appropriately notify staff, students, and parents of the immediate plan regarding school closure
- Work with Site and District Facilities staff regarding need for generator use to keep key equipment operating (student medical equipment, kitchen facilities, science lab equipment, athletic center mechanical equipment)
- If power will not be restored quickly, determine the need to implement STUDENT RELEASE procedures
- Continue to communicate clearly to staff, students, parents, and community members
- If site is designated unsafe to remain open, initiate STUDENT RELEASE procedures

HAZARDS: POWER OUTAGES

STAFF ACTIONS:

- In the event of a prolonged power outage, the Incident Commander may implement an early release or school closure. Follow The Big Five protocols for EVACUATION and STUDENT RELEASE procedures as directed
- If directed to evacuate, gather emergency supplies/materials (Go Bag) including the student roster for current class and that of "Buddy Teacher"
- Remove staff ID placard from emergency packet and put it on
- Bring all belongings
- Leave windows and doors closed, but unlocked
- Stay calm. Follow the EVACUATION route that keeps students the safest distance from any downed powerlines or PG&E equipment
- According to site protocol, take attendance once class is safely in assembly location
- According to site protocol, report missing students
- If directed by Incident Command, initiate STUDENT RELEASE procedures
- Remain with students until STUDENT RELEASE procedures are complete

HAZARDS: POOR AIR QUALITY

DURING A SMOKE EVENT:

If a smoke event occurs, schools should stay informed as conditions can change throughout the day and take steps to minimize risks to both students and staff.

- Continue to monitor the AirNow website (www.airnow.gov), which reports air quality using the Air Quality Index (AQI). The AQI tells the public how clean or polluted the air is using standard descriptors.
- Stay indoors. However, the usefulness of this strategy depends on how well the building limits smoke from coming in from outdoors.
- If the filter was upgraded, set the central system's circulating fan to operate continuously (set to "ON" rather than "AUTO") to obtain maximum particle removal by the central air handler filter.
- In general, buildings should be operated at slight positive pressure in order to keep contaminants out and to help exhaust air systems function properly.
- Respirators (masks) should only be used after first implementing other, more effective methods of exposure reduction, including staying indoors, reducing activity, and using HEPA air cleaners indoors to reduce overall smoke exposure.
- Refer to the *School Air Quality Activity Recommendations* for guidelines about when and how to modify outdoor physical activity based on the AQI.
- When air quality improves, even temporarily, "air out" buildings to reduce indoor air pollution.
- Damp mop, dust, and clean with a high efficiency particulate air [HEPA] filter-equipped vacuum.

HEAT EVENTS

PREVENTION:

- Cover windows and close drapes/shades to eliminate sun exposure
- Weather strip doors and windows
- Install window A/C or swamp coolers in classrooms not attached to the central HVAC system
- Closely monitor **National Weather Service HeatRisk Forecast** for next steps needed

RESPONSE:

- Monitor **National Weather Service HeatRisk Forecast** and appropriately respond based on current conditions
- Follow the guidance in the **High Heat Index** for outdoor activities including recess, lunch, and physical education. Avoid high-energy activities
  - Cancel/postpone outdoor events on Red or Magenta days
  - Postpone outdoor events to cooler times of day or move them inside on Orange Days
  - Move Physical Education classes into air-conditioned buildings on Orange, Red, and Magenta days
  - Move recess and lunch inside into air-conditioned buildings on Red and Magenta days
- Encourage students to wear loose, lightweight, light-colored clothing
- Encourage students and staff to stay hydrated
- Train administrators, teachers, coaches, and office staff to recognize the signs of heat-related illnesses
- Closely monitor **National Weather Service HeatRisk Forecast** for next steps needed

HEAT-RELATED ILLNESS

Heat-Related Illness	Signs/Symptoms	Actions to Take
Heat Cramps	• Muscle pains or spasms in stomach, arms, and/or legs	• Go to cooler location • Sip cooled sports drinks with salt and sugar • Remove excess clothing • Get medical help if cramping lasts more than an hour
Heat Exhaustion	• Heavy sweating • Paleness • Muscle cramps • Tiredness • Weakness • Dizziness • Headache • Nausea • Vomiting • Fainting	• Go to an air-conditioned place and lie down • Sip cooled sports drinks with salt and sugar • Remove excess clothing • Take a cool bath if available or douse with cold water • Call 911 if symptoms worsen or last more than one hour
Heat Stroke	• Extremely high body temperature (above 103) indicated by an oral thermometer • Red, hot, and dry skin with no sweat • Rapid, strong pulse • Dizziness • Confusion • Unconsciousness	• Call 911 or take person to a hospital immediately • Go to an air-conditioned place to wait for help or transport in air-conditioned vehicle • Sip cooled sports drinks with salt and sugar • Remove excess clothing • Take a cool bath if available or douse with cold water • Place ice packs on body

RESOURCES:

National Weather Service HeatRisk Forecast

Extreme Heat Preparedness

California Department of Public Health Guidance for Schools on Sports and Strenuous Activities During Extreme Heat

SAN MATEO COUNTY OFFICE OF EDUCATION

High Heat Guidance

The National Weather Service (NWS) has developed the **HeatRisk forecast** to help schools and families prepare for and respond to upcoming heat events. The NWS HeatRisk forecast provides a quick view of potential heat risk over a seven-day period of time. The Heat Risk is portrayed in a numeric and color scale, similar to the Air Quality Index.

Color	Level	Who is at Risk	Actions to Take
Green	0	• Little to no Risk	• No preventative actions necessary
Yellow	1	• Low Risk for Sensitive Groups This level of heat affects primarily those individuals extremely sensitive to heat, especially when outdoors without effective cooling and/or adequate hydration.	• Increase hydration • Avoid vigorous outdoor activity • Decrease time spent outside • Stay in shaded areas
Orange	2	• Moderate Risk for Sensitive Groups • Moderate Risk for Outdoor Activity This level of heat affects most individuals sensitive to heat, especially those without effective cooling and/or adequate hydration.	• Move outdoor activities to cooler times of day or move them indoors • Stay hydrated • Reduce time spent in sun during peak heat hours (usually 10am-5pm) • For those without A/C, use fans and open windows
Red	3	• High Risk for Sensitive Groups • High Risk for Outside Activity • Dangerous for All without adequate cooling and hydration • Poor air quality is possible • Power interruptions may occur This level of heat affects anyone without effective cooling and/or adequate hydration.	• Cancel outdoor daytime activities (usually 10am-5pm), relocate them inside if A/C is available, or move them to the coolest parts of the day • Stay hydrated • Utilize air conditioners if available – fans may not be adequate
Magenta	4	• Very High Risk for All • Very Dangerous without proper cooling and hydration • Multi-Day Heat Event likely • Poor air quality likely • Power outages increasingly likely This level of rare and/or long-duration extreme heat with little to no overnight relief affects anyone without effective cooling and/or adequate hydration. Populations at higher risk of heat-related illness include those who are very young, living with disabilities, affected by certain chronic health or mental health conditions, taking certain medications (like antidepressants) or substances (like alcohol), limited English proficient (LEP), and/or those who already experience social and health inequities.	• Cancel outdoor activities • Stay hydrated • Avoid being outside between 10am – 5pm • Stay in cool place, including overnight • Utilize air conditioners if available – fans will not be adequate

Note: Follow **CIF Guidelines** for athletic programs.

HAZARD RESPONSE: TSUNAMI

A tsunami warning may be issued after a high magnitude earthquake. Signs of an impending tsunami include strong ground shaking, receding water followed by quickly rising tides, and large bands of waves. A tsunami can affect river beds in addition to coastal areas.

Tsunami hazard zones, **RED** and **YELLOW**, identify areas of the coast and bay that may experience the impact of a wave or surge resulting in bay waters rising and flowing onto land due to a tsunami. **RED** zone schools may experience a significant impact of a tsunami surge; they evacuate to an alternate location. **YELLOW** zone schools may experience gradual flooding at a slow rate of speed that could require evacuation from affected classrooms to dry ground.

GREEN zone schools play a vital role in tsunami response even though they are not directly impacted by a tsunami wave or surge. The Shelter in Place protocol ensures student safety and clear roadways for emergency officials until the warning has passed, followed by regular dismissal procedures, or, if necessary, coordinated student release.

TSUNAMI WARNING:

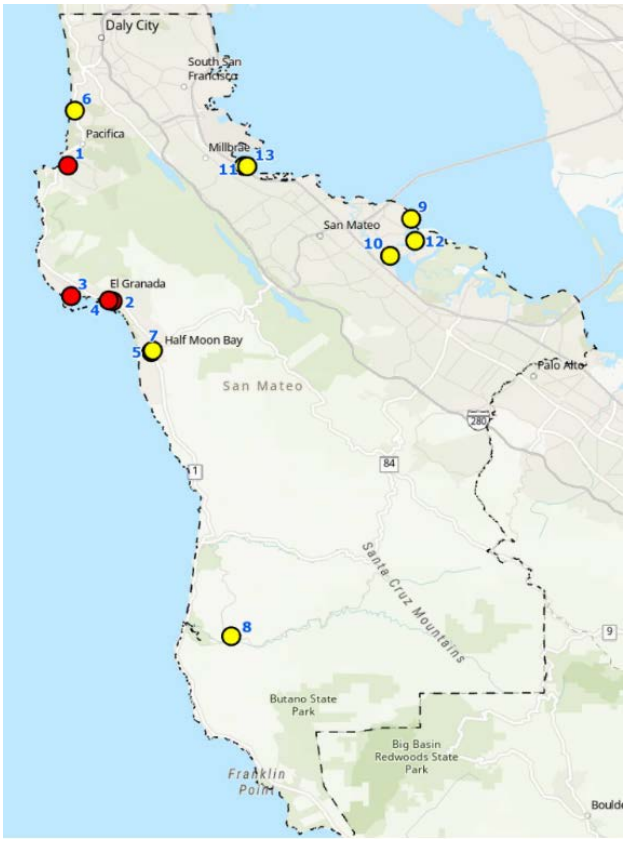
RED ZONE
EVACUATE to alternate location: move to higher ground or inland.

YELLOW ZONE
SHELTER IN PLACE. If flooding occurs, EVACUATE affected classrooms to dry ground.

GREEN ZONE
SHELTER IN PLACE until tsunami warning has ended.

HAZARD RESPONSE: TSUNAMI

TSUNAMI HAZARD ZONE MAP



RED ZONE:

Coastside:

1. Cabrillo Elementary
2. El Granada Elementary
3. Upgrade Children's Center
4. Wilkinson School

YELLOW ZONE:

Coastside:

5. Hatch Elementary
6. Ingrid B. Lacy
7. La Costa Adult/Pilarcitos High School
8. Pescadero Elementary

Bayside:

9. Bowditch Middle School
10. Design Tech High School
11. Peninsula High School
12. Redwood Shores Elementary
13. The Avalon Academy

SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS:

RED ZONE and YELLOW ZONE

- Determine alternate location that is higher ground or inland
- Ensure Go Bags include walkie-talkies or other communication device
- Recommendation: Ensure adequate emergency equipment and supplies are located at the off-site location or easily transported to the off-site location
- Equip Emergency Response Box: Supply three to four life jackets for unexpected circumstances that impede the ability for an individual to exit in a timely manner
- Conduct an annual **EVACUATION: TSUNAMI** drill with staff and students to the off-site location

HAZARD RESPONSE: TSUNAMI

RED ZONE

AT notification of a tsunami warning

- Assume Incident Command role
- Coordinate communication/s with district officials
- Access the school Emergency Response Box
- Announce implementation of **EVACUATION: TSUNAMI** protocol to off-site location; instruct staff and students to Look, Listen, and Leave, being mindful of traffic and any environmental hazards
- Notify staff, students, parents/guardians, and local law enforcement of the **EVACUATION: TSUNAMI**
- Direct the Operations Division Leader to conduct a site sweep for any remaining students and staff
- Take attendance at off-site location
- Remain calm; assure students and staff
- Provide frequent updates to students, staff, and families

AFTER a tsunami warning

- Wait for official clearance of **ALL CLEAR** or other direction from emergency or district office officials
- Notify staff and students
- Send communication to parents/guardians
- Initiate **STUDENT RELEASE GUIDANCE** protocol, or if appropriate, return to site for regular dismissal
- If returning to site, take attendance upon return following site reporting procedure
- Send post-release communication to parents/guardians

HAZARD RESPONSE: TSUNAMI

YELLOW ZONE

AT notification of a tsunami warning

- Assume Incident Command role
- Coordinate communication/s with district officials
- Implement **SHELTER IN PLACE** protocol
- Notify staff, students, and parents/guardians, confirming student safety, current status, and action steps of classroom evacuation if gradual flooding occurs
- Take attendance
- Monitor weather resources for current status reports
- Provide frequent updates to students, staff, and families
- Coastside schools: **EVACUATE** affected classrooms to dry ground if needed per site protocol; **EVACUATE: TSUNAMI** to alternate location if directed by emergency officials
- Bayside schools: **EVACUATE** affected classrooms to dry ground if needed per site protocol
- If evacuation of classrooms occurs; take attendance after evacuation

AFTER a tsunami warning

- Wait for official clearance from emergency or district officials
- When directed by the appropriate authority, give **ALL CLEAR** instruction to indicate that the school routine can resume, or follow **STUDENT RELEASE GUIDANCE** if evacuated due to flooding
- Send communication to parents/guardians

HAZARD RESPONSE: TSUNAMI

GREEN ZONE

AT notification of a tsunami warning

- Assume Incident Command role
- Remain in coordination with district officials regarding the communication protocol
- Implement **SHELTER IN PLACE** protocol
- Notify staff, students, and parents/guardians of **SHELTER IN PLACE**
- Take attendance

AFTER a tsunami warning

- Wait for official clearance from emergency or district officials
- When directed by the appropriate authority, give **ALL CLEAR** instruction to indicate that the school routine can resume or provide other directed action
- Send communication to parents/guardians

STAFF ACTIONS:

RED ZONE

- Stay calm
- If directed to evacuate, gather materials and retrieve classroom Go Bag
- Remove staff ID placard from Go Bag and put it on
- Bring essential belongings and medications
- Leave windows and doors closed and locked
- **EVACUATE: TSUNAMI** to alternate location; Look, Listen, and Leave.
- Take attendance prior to leaving the site and again once class is safely at the off-site location
- Follow the evacuation route to the higher ground off-site location
- Report attendance according to site protocol
- Provide updates to students as provided by the Incident Commander
- If directed by the Incident Commander, initiate **STUDENT RELEASE**

procedures; remain with students until **STUDENT RELEASE** procedures are complete

- If directed by the Incident Commander to return to site, take attendance prior to leaving the off-site location; take attendance again once students have returned to the site
- Report attendance according to site protocol

YELLOW ZONE

- Stay calm
- When directed to **SHELTER IN PLACE**, take attendance and report per site protocol
- If directed to **EVACUATE** the classroom due to minimal flooding, follow the direction of the Incident Commander; bring all belongings; take attendance and report per site protocol
- Wait for another action, if **ALL CLEAR** announcement; return to class routine

GREEN ZONE

- Stay calm
- When directed to **SHELTER IN PLACE**, take attendance and report per site protocol
- Wait for **ALL CLEAR** announcement; return to class routine or follow other directed action

RESOURCES:

SMCOE Tsunami Hazard Zone Interactive Map

San Mateo County: SMC Alert

San Mateo County: Department of Emergency Management

National Weather Service: Tsunami Warning System

California Department of Conservation: Tsunami Hazard Area Map

USGSS: What is it about an earthquake that causes a Tsunami?

MEDICAL EMERGENCY

A medical emergency can occur at any moment for any individual. Knowing which immediate actions to take when responding to an individual experiencing a life-threatening emergency can be life saving. Events such as sudden cardiac arrest or similar emergencies may occur while on school grounds, including during and after school. Key indicators of the likely need for CPR and use of an automated external defibrillator (AED) can include being unresponsive, unconscious, having intermittent breaths, not breathing at all, gasping, gurgling, convulsing, or seizure-like behavior. The Cardiac Emergency Response Team (CERT), as part of the Operations section of the Incident Command Structure (ICS), provides prompt, skilled action for the individual in distress. The first person on the scene initiates the Medical Emergency Event actions. Use of a **SHELTER-IN-PLACE** ensures prompt access to the individual by emergency personnel.

MEDICAL EMERGENCY EVENT:

- Stay calm
- Check, Call, and Compress
  - **Check:** Assess the individual's breathing and behaviors
  - **Call:** 911 or designate an individual to call if immediately available
    - Designate an individual to access the nearest AED
    - Designate an individual to alert the site administrator and activate the ICS/CERT Team
  - **Compress:** Initiate CPR for two minutes if the individual in distress is displaying a key indicator, use AED, resume CPR for two minutes; repeat the cycle
    - If CPR trained; initiate cycles of 30 hard and fast chest compressions two inches deep and two rescue breaths
    - If CPR untrained; follow instructions provided by emergency dispatch; transfer to a CERT member or individual trained in CPR as soon as possible
- Transfer CPR response to emergency personnel upon their arrival

MEDICAL EMERGENCY

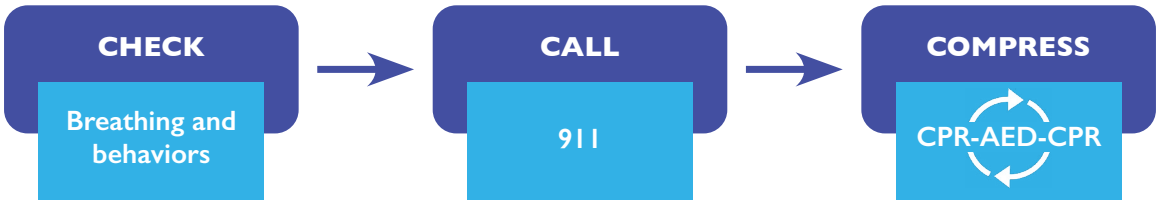
SCHOOL INCIDENT COMMANDER: SITE ADMINISTRATOR ACTIONS:

- Assume Incident Command role
- Confirm activation of the ICS/CERT Team; assign classroom coverage
- Confirm call to 911
- Make the announcement to implement **SHELTER-IN-PLACE** protocol
- Notify the superintendent or designee
- Notify individual's emergency contact
- Designate an individual to meet emergency personnel
- Print individual's emergency information to provide to first responders, including Individualized Health and Support Plan, if any
- Transfer Incident Command to emergency personnel upon their arrival
- Give **ALL CLEAR** instruction to indicate that the school routine can resume or provide other directed action
- Communicate updates to staff, students, and families (see Communications Guide)
- Complete Incident Form and include the following information:
  - Date of medical emergency
  - Name of site responders
  - Time 911 was called
  - Time emergency personnel arrived
  - Superintendent or designee notified
  - Brief description of incident
- Debrief the incident with the Incident Command Team/CERT/staff

MEDICAL EMERGENCY

STAFF ACTIONS:

- Stay calm
- Upon notification to **SHELTER-IN-PLACE**, immediately clear students from the halls
- Keep all students in the classroom until further instructions are received
- Take attendance and call or email attendance report to school administrative assistant or according to site protocol
- Wait for **ALL CLEAR** announcement; return to class routine or follow other directed action



RESOURCE:

American Heart Association CERP Implementation Guide