

# The Big Five 2023

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San Mateo County Community College  
District



# EMERGENCY NOTIFICATION POSTERS

The *Emergency Action Plan* provides designated actions employers and employees must take to ensure employee safety from fire and other emergencies. The booklet provides District personnel specific emergency procedures, methods to account for personnel, rescue/medical procedures, shutdown guidelines, and emergency mapping. This plan shall be maintained in written form, to be printed and available to all employees, and also linked to the Quick Response Code (QR) located on the bottom right of the SMCCCD Emergency Poster. Posters shall be located throughout all SMCCCD facilities, and accessible to all access and functional needs personnel

**IN CASE OF EMERGENCY**

**EMERGENCY NUMBERS**  
Police and Fire 9-1-1 | Public Safety (650) 738-7000

**DROP, COVER & HOLD ON**  
**EARTHQUAKE**  
• Seek shelter under sturdy desk or table  
• Protect your head and neck  
• Stay away from windows and breaking glass  
• Evacuate building to Emergency Assembly Areas  
• Wait for further instruction

**SHELTER IN PLACE**  
**CHEMICAL / HAZARDOUS SPILL / POOR AIR QUALITY**  
• Used when outdoor conditions are worse than indoor environment  
• Turn off HVAC Systems  
• Remain indoors until further instruction

**EVACUATION**  
**FOR FIRE, EARTHQUAKE, OR INTERIOR HAZARDOUS INCIDENT:**  
• Activate nearest fire alarm  
• Call 911  
• Use fire extinguisher if able (Pull - Aim - Squeeze - Sweep)  
• Use stairs, NOT elevators  
• Assist persons with disabilities  
• Meet at designated assembly areas  
• Account for individuals  
• Re-enter area only when authorized by emergency personnel

**MEDICAL EMERGENCY**  
**CALL 911**  
• Provide name, location & type of emergency  
• Stay on the phone for instructions  
• Move victim only if danger is imminent  
• Have someone meet first responders outside building on the street

**VIOLENT INTRUDER**  
**RUN**  
• First option - distance yourself from the shooter  
• When safe call 9-1-1  
**HIDE**  
• If you cannot run, LOCKDOWN/ BARRICADE.  
• Protect yourself by locking doors, turn off lights, silence cellphones  
• Remain in place until authorities advise  
**FIGHT**  
• As a last resort, fight  
• Use anything at your disposal to over power the assailant

**SECURE CAMPUS**  
**DANGER IN SURROUNDING COMMUNITY:**  
• SMCCCD will secure the campus  
• Initiate for potential threat of danger in the surrounding community  
• Close and Lock all classroom doors  
• All students and faculty remain inside  
• Instruction continues as planned

**OFFICE OF EMERGENCY MANAGEMENT**  
SMCCCD  
COLLEGE DISTRICT

SCAN HERE or VISIT US @ [www.smccd.edu/publicsafety/](http://www.smccd.edu/publicsafety/)  
Adapted from the Big Five-SMCOE Coalition For Safe Schools and Communities:  
<https://www.smcoe.org/>

## See Violent Intruder / Active Shooter Video Under Training Information & Resources



### LOCKDOWN/ BARRICADE

Initiate for an **immediate** threat of **danger** to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.





# SHELTER IN PLACE

Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units

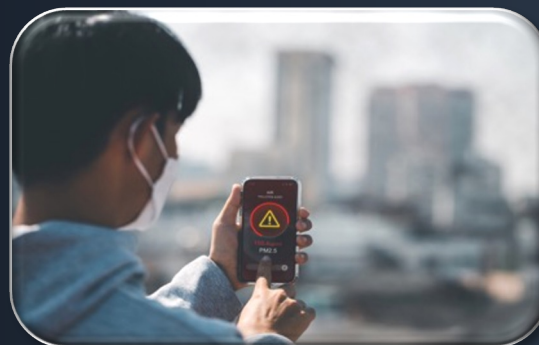
- Use when outdoor conditions are worse than indoor environment
- Turn off HVAC Systems
- Remain indoors until further instruction



*Chemical*



*Hazardous Spill*



*Poor Air Quality*

# Drop, Cover, & Hold On

Implement during an earthquake or explosion to protect building occupants from flying and falling debris.



Seek shelter under a sturdy desk or table



Protect your head and neck



Stay away from windows and breaking glass



Evacuate building to Emergency Assembly Areas



Wait for further instructions





# Secure Campus

Initiate for a **potential threat** of danger in the surrounding community. All classroom/office doors are closed and locked, and all students and staff remain inside until otherwise directed. Instruction continues as planned



SMCCCD will secure the campus



Initiate for potential threat of danger in the surrounding community



Close and Lock all classroom doors



All student and faculty remain inside



Instruction continues as planned





# Evacuation

Implement when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to a pre-determined safe location.

Activate nearest fire alarm

Call 9-1-1

Use fire extinguisher if able  
*(Pull-Aim-Squeeze-Sweep)*

Use Stairs, NOT elevators

Assist persons with disabilities

Meet at designated assembly areas

Account for individuals

Re-enter area only when authorized by emergency personnel