



# MIDDLE COLLEGE

*San Mateo County Community College District*

Office of Emergency Management

# The Big Five 2023

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

**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  
Adapted from the Big Five-SMCOE Coalition For Safe Schools and Communities:  
<https://www.smcoe.org/>

SCAN HERE or VISIT US @ [www.smccd.edu/publicsafety/](http://www.smccd.edu/publicsafety/)



# 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

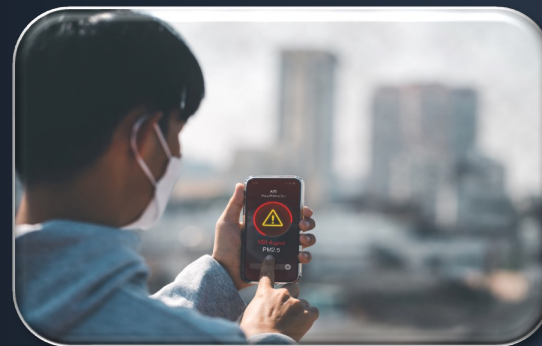
- Use when outdoor conditions are worse than indoor environment
- Turn off HVAC Systems
- Remain indoors until further instruction



*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

# Assessing the Safety of YOUR College

- U.S. Department of Education; Campus Safety and Security (USDOE: CSS)  
<https://ope.ed.gov/campussafety/#/>
- Campus Safety and Security Data Analysis Cutting Tool
  - Designed to provide rapid customized reports for public inquiries relating to campus crime and fire data.
  - The data are drawn from the OPE Campus Safety and Security Statistics website database to which crime statistics and fire statistics (as of the 2010 data collection) are submitted annually, via a web-based data collection, by all postsecondary institutions that receive Title IV funding (i.e., those that participate in federal student aid programs).
  - This data collection is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act.

## Tool for Campus Safety Analysis

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### Download Custom Data

Select the safety- and security-related statistical data you are interested in for one or more years and download data for a customized group of schools.

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### Download Data

Download the complete data file for all institutions from a single data collection. Files will include all data submitted by all institutions in the selected survey year.

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# Summary of the Jeanne Clery Act

- The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics.
- In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety.
- When a crime covered by the Clery Act occurs, campus officials are required to evaluate if there is a serious or ongoing threat to the campus community to determine if a timely warning needs to be issued to all staff and students.
- In the event of an immediate, significant danger to the health or safety campus community (e.g. weather, disease outbreak), campus officials may issue an emergency notification. This notification can include the entire campus, or be limited to a specific area deemed to be at risk.



**CLERY  
ACT**

# Victim Rights, Options, and Resources (Cleary)

- Victims of sexual assault, domestic violence, dating violence, and stalking have specific rights, options, and resources guaranteed to them by the Cleary Act.
- Institutions are required to provide to students and employees, on an introductory and ongoing basis, prevention and awareness programs on the crimes covered above. These programs must include material on bystander intervention and risk reduction aimed at recognizing the warning signs of these crimes.
- Institutions must provide victims of the crimes covered above with a written explanation of their rights. These rights include the option for a relocation/change of housing, transportation, or academic course assignment. They also include access to counseling services, legal services, and law enforcement notification.
- All disciplinary proceedings must be conducted by trained parties at the institution — either individuals or panels of trained persons. Proceedings are required to be prompt, fair, and impartial, and must confer certain procedural rights to both the accuser and the accused.





# So, what should I consider in my choice?

1. Look at the crime statistics for College/University, surrounding City, and the trends/laws in the State.
2. Visit the College first if possible.
  - This can be a challenge if the school is distant, but travelling to the physical location before enrollment is encouraged.
3. Establish sound, organized, and safe daily operating procedures based on your newfound situational awareness. (Before, During, and After)
  - Buy correct clothing
  - Residency (Apt., Dorms, House Sharing)
  - Establish Go Bags, emergency plans, and contact lists
  - NEEDS and REDUNDANCIES (Money, Money, Money)
  - Communication and Trust
4. Once you have made your choice, and you are on site...get involved!! (Athletics, Student GOV, etc.). This will aid in developing sound situational awareness, establish cultural understandings, and make you feel more like YOU!!!