



SMCCCD's
Emergency
Drill/Equipment
Protocols

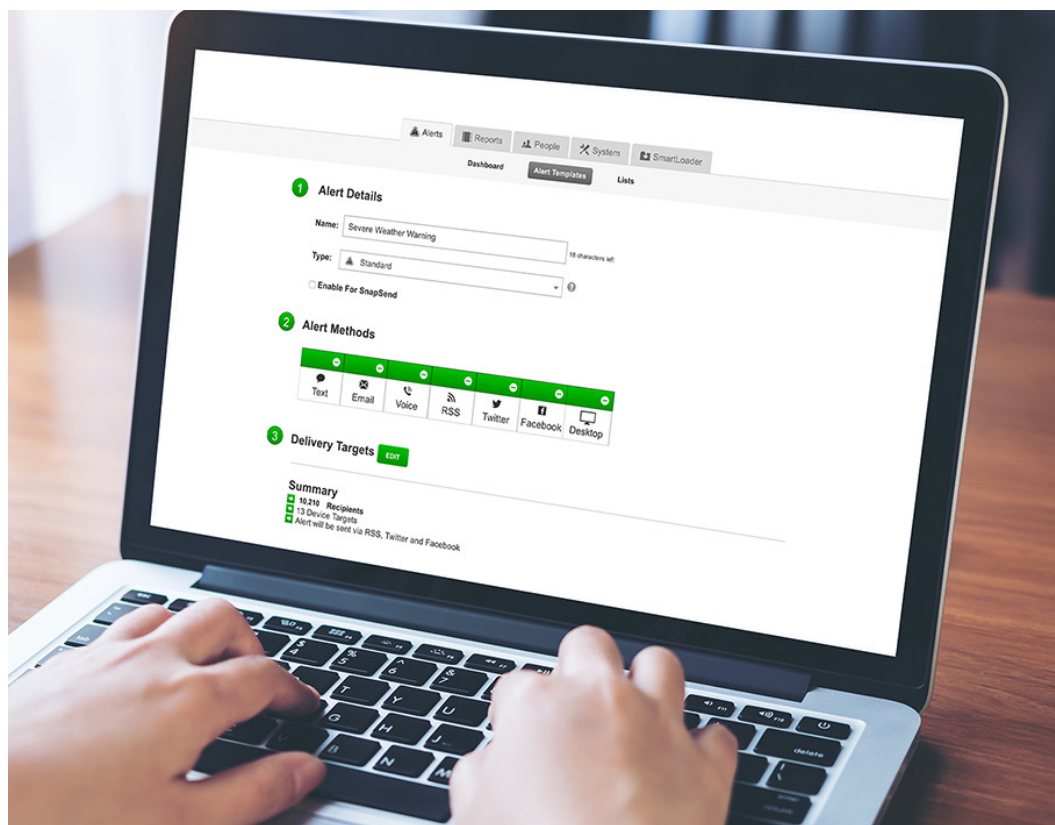
Module 22

Lockdown/Barricade Drill

Lockdown/barricade is implemented when there is an imminent threat of violence, or when directed by law enforcement. *Lockdown/barricade* is a protective action against human threat while *Shelter-in-Place* protects against environmental threat. **Lockdown/barricade** requires closing and locking doors and barricading with heavy objects. No one is allowed to enter or exit until door-to-door release by law enforcement or the Incident Commander. During **lockdown/barricade**, students are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until room is cleared by law enforcement or site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Immediate danger in the surrounding community

Lockdown/Barricade Drill Procedures



1. Notification of the drill will be delivered through AlertMe, and the Emergency Alert System (EAS).
2. Campus doors with ACAMS (digital locks) will be triggered to close by Public Safety.
3. Clear all hallways; get students and staff inside immediately.
4. Secure rooms by locking doors (if a lock is available) and engage lockdown button (if one is available).
5. Use tables, chairs, or anything that can be moved to barricade the entry to your secured location.
6. Once a room is secured, no one should be allowed to enter or exit.
7. Direct all those in the room to remain still and quiet. Relocate against the wall least visible to the outside and most out of the line of harm.
8. Close blinds and turn off lights. If the door has a window, cover with a pre-cut piece of heavy black construction paper.
9. Turn off television, LCD projector, document camera, etc. The room should be dark and quiet.
10. Turn off/silence cellphones.
11. If unable to locate a secure room, quickly seek out a hiding place on campus.
12. **Building Captains shall participate in the drill, and barricade themselves in a secured location with their radios silenced.**
13. Remain silent in a secured location until the drill is terminated by notification of AlertMe and the EAS

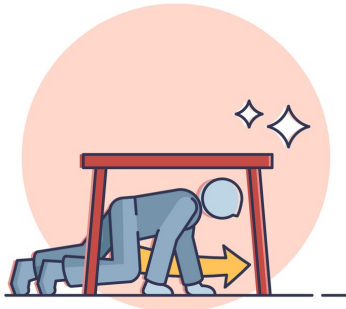
End of Drill Procedures

1. Unlock doors, turn lights back on, and remove any barricades.
2. Field questions by students and stress the importance of the training.
3. Complete survey (administered by email) to provide training feedback.

DROP!



COVER!



HOLD ON!



The Great Shake Out and Evacuation Drill

The Great Shake Out is an annual opportunity to practice safety measures and emergency preparedness during a large-scale earthquake. Drop, Cover, and Hold On is the immediate action taken during an earthquake to protect students and staff from flying and falling debris.

What to do On-Campus: *Drop, Cover, and Hold On*

1. The Office of Emergency Management/Public Safety will send out an alert over the Emergency Notification System (AlertMe) and the **Emergency/Employee Alert System (EAS)** at **10:21am**. All students and employees will receive text messages and emails.
2. At first recognition of the alert, instruct students to move away from windows.
3. Initiate Drop, Cover, and Hold On procedures.
4. Immediately drop to the floor under desks, chairs, and tables.
5. With back to windows, place head between knees, hold on to a table leg with one hand and cover the back of the neck with the other arm.
6. Move as little as possible
7. If a person is unable to find protection under sturdy furniture, direct them to shelter against an interior wall and turn away from windows and other glass.
8. Any person in a wheelchair should shelter against an interior wall. Turn back to windows, lock the wheels, and if possible, protect head, and neck with arms.
9. If outside, find a clear spot and drop to the ground away from buildings, trees, power lines, etc.
10. Building Captains need to participate as all other employees in this part of the drill
11. Wait for further communication from EAS and AlertMe to **Evacuate** students to predetermined Evacuation Assembly Area.

What to do on-campus: Evacuation



1. The Office of Emergency Management/Public Safety will send out an alert over the Emergency Notification System (AlertMe) and the **Emergency Alert System (EAS)** at **10:22am**. All students and employees will receive text messages and emails.
2. Prepare students to leave all belongings and calmly exit the building
3. Building Captains need to gather Go Packs and radios to assist all in evacuating. If Building Captains do not have radios (some are being reconditioned), please use your cell phones to contact Public Safety Dispatch (738-7000) with evacuation updates and to communicate true emergencies. Many Building Captains are currently working remotely, so evacuation confirmation on each campus will be established by each Campus Public Safety Captain.
4. Ensure that the door is closed but unlocked.
5. Take care to ensure the safety and address the unique needs of students or staff with disabilities according to protocols.
6. Emphasize that the class remain masked while inside District facilities in route to the Evacuation Assembly Area (EAA). EAAs are marked on evacuation maps and are demarcated with green/white signage in designated parking lots.
7. Appoint a responsible student to lead class while teacher brings up the rear, seeing that everyone has cleared the room. Give clear directions for all students to go to designated Evacuation Assembly Area.
8. Use the designated evacuation routes and reassemble in the assigned Evacuation Assembly Area.
9. If you are unable to locate an Evacuation Assembly Area, stay clear of buildings.
10. Take attendance once class is safely in assembly location.
11. Wait until **ALL CLEAR** announcement is issued via AlertMe and return to school buildings and normal class routine.