

THE BIG FIVE: SAFETY PROTOCOLS

DROP, COVER, & HOLD (Earthquake/Explosion)

- 1) Hide under sturdy object (away from windows)
- 2) Hold on to object
- 3) Cover head
- 4) Prepare for Aftershocks
- 5) Review Guidelines

EVACUATION (Bomb, Chemical, Fire, Earthquake, Explosion)

- 1) Grab "Go Bag"--leave everything except teacher cell
- 2) Designate responsible student to lead class out
- 3) Teacher last one out--leave door unlocked
- 4) Follow School Evacuation Route to Assigned Location
- 5) Review Guidelines

SHELTER IN PLACE (Chemical, Fire, Haz Mat)

- 1) Check Hallway--clear students to assigned class
- 2) Close doors & windows
- 3) Turn off HVAC (heating/cooling system) & fans
- 4) Seal Gaps (doors/windows--towels, sweaters, duct tape)
- 5) Continue teaching
- 6) Review Guidelines--wait for "all clear" or directions

SECURE CAMPUS (Threat in Area)

- 1) Check Hallway--Clear students to assigned class
- 2) Lock doors & windows--no enter/exit
- 3) Continue teaching
- 4) Review Guidelines--wait for "all clear" or directions

LOCKDOWN/BARRICADE (Violent Intruder)

- 1) Check Hallway--Quickly grab students
- 2) Lock doors--Barricade
- 3) Lights Off & Close Blinds
- 4) Silence everything (phones, students, etc)
- 5) Review Guidelines--wait for assistance
- 6) Do NOT open door

Belmont PD: (650) 595-7400

County Communications: (650) 363-4000