

### **Lockdown Drill: Tuesday, September 19<sup>th</sup>, 2017**

**Time:** One drill in the AM and one drill in the PM (Note: exact times are not provided to simulate a more realistic experience; drill notification will be through loud speaker system and AlertU).

#### **LOCKDOWN GUIDELINES**

When the alarm sounds,

- ✓ If outside, move to the nearest building (hide)
- ✓ Close the door(s) to your classroom or office area (lock doors once everyone is inside)
- ✓ Close and cover any/all windows (if feasible) and stay away from them
- ✓ Turn out the lights
- ✓ Remain quiet and calm until notified by staff that the drill is over
- ✓ Silence cell phones and cover lights; do not use unless in contact with emergency personnel
- ✓ Do not allow anyone to exit the classroom until the 'all clear' signal is given by Public Safety

### **Great California ShakeOut: Thursday, October 19<sup>th</sup> 2017**

**Time:** 10:19 am and 7:19 pm (Note: notification will be through the loud speaker system and AlertU).

#### **EARTHQUAKE GUIDELINES**

When the alarm sounds,

1. DROP to the ground;
2. COVER your head and neck with your arms and seek additional shelter by getting under a sturdy desk or table if nearby;
3. HOLD ON to your shelter and be prepared to move with it until the shaking stops
4. Evacuate outside when prompted by the loud speaker system (Public Safety will provide an 'all clear' signal when the drill is complete)

### **INFORMATION AND RESOURCES FOR EMERGENCY PREPAREDNESS DRILLS**

#### **Lockdown Drill:**

There is more than just the lockdown (hiding) in a real shooter situation. There is a process used for shooter training that involves "Run, Hide, and Fight" with the actions depending on the situation. The Run, Hide, Fight video describes this process. (WARNING: Video contains graphic/violent representations).

#### **Earthquake Drill:**

If there is no table or desk near you, drop to the ground and if possible move to an outside corner of the room. Do not move to another location or run outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl.

For more information, visit the [Great California ShakeOut](#) webpage.

#### **AlertU Emergency Text Notification:**

The San Mateo County Community College District uses AlertU to provide emergency text notification to students, faculty, and the community. Click here to subscribe to [AlertU](#).