

The Big Five Emergency Response Protocols

**Woodside Elementary School District
2026-2027**

The Big Five

Immediate Action Response

- Shelter in Place
- Drop, Cover and Hold On
- Secure Campus
- Lockdown/Barricade
- Evacuation



SHELTER IN PLACE



Shelter In Place

- External chemical release/Hazardous material spills or leaks
- Fire in the community
- Poor Air Quality: If the AQI reaches 150 or higher
- Threats posed by wildlife



Shelter In Place

STAFF ACTIONS:

- Immediately clear students from the halls.
- Keep all students in the classroom
- Continue Instruction
- If directed by Incident Command, secure individual classrooms:
 - a) close doors and windows
 - b) shut down the classroom HVAC system to
 - c) turn off fans
 - d) seal gaps under doors and windows with wet towels, duct tape...
- Take attendance and report according to site protocol
- Wait for another action **ALL CLEAR** announcement.

Drop, Cover, and Hold On



A response to earthquakes, explosions, compromised buildings

Drop, Cover, and Hold On

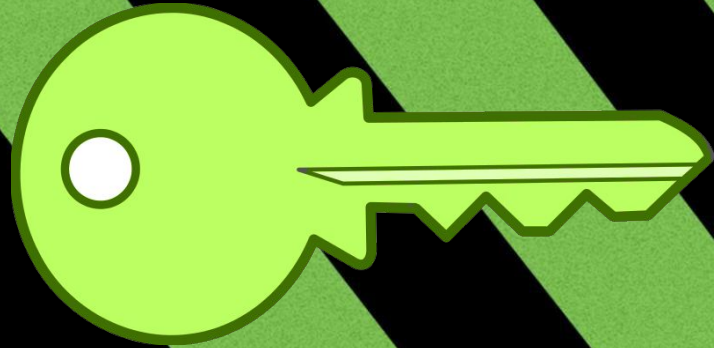
STAFF ACTIONS - INSIDE:

- Tell students to move away from windows
- Initiate **DROP, COVER, AND HOLD ON** procedures. Immediately drop to the floor under desks, chairs, or tables. 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
- Any person in a wheelchair should shelter against an interior wall. Turn the back to the windows, lock the wheels, and if possible, protect head and neck with arms
- Each time an aftershock is felt, **DROP, COVER, AND HOLD ON.**
- When it appears safe to release from **COVER**, assess any injuries and/or damage and report status
- Wait for further instructions from School Incident Commander

- **STAFF ACTIONS - OUTSIDE:**

- Find a clear spot and drop to the ground. (Stay away from buildings, power lines, trees, and streetlights, etc.)
- Commence **DROP AND COVER** in the **DROP, COVER, AND HOLD ON** procedures
- Place head between the knees; cover back of neck with arms and hands
- Any person in a wheelchair should find a clear spot, lock the wheels, and if possible, place head between the knees; cover back of neck with arms and hands
- Remain in place until shaking stops or for at least 20 seconds
- Each time an aftershock is felt, **DROP AND COVER.**
- When it appears safe to move, report location, injuries and/or any damage to School Incident Commander
- Wait for further instructions from School Incident Commander

**SECURE
CAMPUS**



Secure Campus

- “Human” threat of danger in area
- Threat to come onto Campus
- Police activity near campus
- Lockdown/Barricade at a nearby school



Secure Campus

STAFF ACTIONS:

- Instruct students to return to assigned classroom immediately
 - If during recess or lunch, students should go to next class.
- Close and lock the door
- Continue the class instruction or activity as normal
- Enforce the “no entrance” and “no exit” protocol. Be alert to the possibility that the response may elevate to **LOCKDOWN / BARRICADE**
- Provide access to necessary breaks by alerting the office that students need to be escorted to the restroom.
- Wait for another action or, if **ALL CLEAR** is issued

Secure Campus

STAFF ACTIONS: IF STUDENTS ARE ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD

- Gather students together and move immediately to a predetermined classroom location
- Proceed to predetermined classroom location as quickly as possible
- Take attendance to ensure all students are accounted for
- By classroom phone, cell phone, walkie-talkie, or other means, contact front office to report class location and any absent or missing students
- Implement all classroom policies and procedures for **SECURE CAMPUS** status.



For instances of a *Violent Intruder on campus*

Think on Your Feet

ESCAPE / GET OFF CAMPUS:

- Only attempt this if you are confident the suspect(s) is not in the immediate vicinity
- Safely get off campus; find a position of cover or safe place for assembly
- Guide/instruct others you encounter on the way to follow you to safety
- Call 911 immediately to report location and request emergency services if necessary
- Once in a safe place – stay there

HIDE / LOCKDOWN / BARRICADE:

- Clear all hallways; get students and staff inside immediately
- Once locked and barricaded inside a room, follow all protocols for Lockdown/Barricade as practiced
- Direct all those in the room to remain still and quiet; turn off/ silence cellphones
- If unable to find cover inside a secure room, quickly seek out a hiding place on campus

FIGHT/ENGAGE:

- If confronted by an assailant, as a last resort, consider trying to disrupt or incapacitate through aggressive force by using items in the environment such as fire extinguishers or chairs
- There are documented instances where aggressive action on the part of the victims resulted in stopping the threat
- Fighting back is NOT an expectation, merely one option for a last resort response

Lockdown/Barricade

STAFF ACTIONS - IN CLASS AT TIME OF LOCKDOWN / BARRICADE:

- *Immediately* move to the door and check for passing students, bring as many students as possible into the classroom
- Lock and close the door and barricade with heavy objects
- Close blinds and turn off lights. If the door has a window, cover with a pre-cut piece of dark paper or cardboard
- Relocate against the wall least visible to the outside and out of sight of intruder
- Turn off television, LCD projector, document camera, etc. The room should be dark and quiet
- Silence all cell phones
- **DO NOT OPEN THE DOOR FOR ANYONE**
- *Only if* there is a life-threatening emergency inside the room place a red card in window or under door

ONLY IF SAFE TO DO SO

- Take attendance and document students who are present in the room
- Calm Students using Community Resiliency Skills/Calm Techniques
- Have students hold comforting objects

Lockdown/Barricade

STAFF ACTIONS - IF STUDENTS ARE OUT OF CLASS AT TIME OF LOCKDOWN / BARRICADE:

- Move students to nearest available safe building or location, without drawing attention to self or students. If doors are locked, continue to look for a safe area. Consider moving students off-campus if that seems the safest option
- Do not chase students who run. Let them go
- Do not go into rooms that cannot be secured and offer no way out
- If secure inside a room, lock all doors, close blinds/curtains, turn off lights, and direct students to relocate against the wall least visible to the outside and out of harm's way
 - Instruct students to stay quiet and out of sight
 - Silence all cell phones. The room should be dark and quiet

STAFF ACTIONS - IF STUDENTS ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD (PE OR ACTIVITY CLASSES):

- Gather students together
- Inform students that as part of **LOCKDOWN / BARRICADE** procedures, the class will evacuate off- campus to a pre-determined Off-Site Evacuation Location
- Follow pre-arranged evacuation route to evacuation location
- Should the group be confronted by the intruder who is intent on doing harm, consider taking defensive measures to run, hide, or fight the assailant
- Upon arrival at the pre-arranged location, take attendance
- By radio communication or cell phone, contact School Incident Commander or designee or 911 Dispatcher to report class location and any absent or missing students

EVACUATION



Evacuation

- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Fire
- Earthquake



LOOK, LISTEN, LEAVE

Before evacuation, take a moments to **look** outside the door for any potential dangers.

Listen for anything unusual that might pose a safety risk. Once it's determined the path is safe, evacuate (**leave**) the office or classroom to the designated safe area.

Evacuation

STAFF ACTIONS:

- Leave all belongings and calmly exit the building
- Gather emergency supplies/materials including the student roster for current class
- Ensure that the door is closed, but unlocked
- Check with grade level “Buddy Teacher(s)” to determine each other’s health status
- If necessary, one “Buddy Teacher” will evacuate both classrooms
- According to site protocol, take attendance once class is safely in assembly location and report missing students
- Remain in the Evacuation Assembly Area until further instruction

WESD Evacuation Map: Turf Field

