THE ESSENTIAL FIVE

Emergency Response Actions

Community Packet ▪ 2026-27

Immediate Action Emergency Response for Schools

Sonoma County Office of Education

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FOREWORD

Sonoma County's Essential Five protocols provide a shared understanding of emergency response using common language across the county's 40 school districts & local law enforcement agencies.

Sonoma County Office of Education, in collaboration with Sonoma County Office of Emergency Management, local law enforcement agencies, and fire districts, has developed the Essential 5 Immediate Action Emergency Response for Schools to accelerate an effective response during critical incidents. The Essential 5 Immediate Actions are Shelter in Place; Drop, Cover, and Hold On; Secure Campus; Lockdown/Barricade; and Evacuation.

The Essential 5 Immediate Action Emergency Response for Schools is grounded in the researched-based safety practices that promote student learning and educator effectiveness by establishing safe learning environments and equipping students and staff with strategies to effectively respond to emergencies or violent events, whether they occur on campus or in the community.

In addition to the Essential Five, Sonoma County Office of Education's portfolio includes the following countywide protocols:

CodeRED Alerts for Schools

- ➔ Countywide alert system for school leaders.
- ➔ Enables school leaders to receive information to keep communities safe and informed.
- ➔ Alerts are geo-targeted and sent instantly.
- ➔ Facilitates immediate response to local incidents.

Safety Plan at a Glance

- ➔ Distills essential information from safety plans for first responders.
- ➔ Stores data on public safety information system
- ➔ Facilitates an immediate response and saves time

Behavioral Threat Assessment Process/Student Threat Assessment Teams

- ➔ Enables schools to identify students who may be planning to commit an act of violence.
- ➔ Provides intervention to prevent the act from occurring.
- ➔ Addresses the underlying problem or conflict.
- ➔ Identifies next steps to ensure campus safety.

Suicide Risk Assessment Toolkit

- ➔ Risk and protective factor identification
- ➔ Risk analysis
- ➔ Risk evaluation
- ➔ Support plan

Our resources and collaborations continue to grow across the state and county. SCOE extends a special thank you to the San Mateo County Office of Education. Special thanks to Mason Henricks, Lisa Cho and County Superintendent Nancy Magee, for being pioneers in the area of school safety, for their generosity in allowing us open access to their framework and for their partnership in this work.SCOE is committed to our partners, school districts, and students as we continue to pursue our vision: to create and sustain safe and positive school and community environments so all youth may thrive and succeed.

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DISASTER SERVICE WORKER

California Government Code, Section 3100, Title 1, Division 4, Chapter 4 states that public employees are Disaster Service Workers and are subject to such disaster service activities as may be assigned by their superiors or emergency service commanders. The term “public employees” includes all persons employed by the state or any county, city, city and county, state agency or public district. The law applies in the following cases:

- When a local emergency is proclaimed
- When a state of emergency is proclaimed
- When a federal disaster declaration is made

WHAT DOES A DISASTER SERVICE WORKER DO?

- Public employees serving in the role of Disaster Service Workers may be asked to do jobs other than their usual duties for periods exceeding normal work hours
- Employees may be scheduled in shifts and asked to return to the work site at hours outside the normal workday
- Disaster Service Workers will be deployed within the Incident Command System and may perform a variety of duties including oversight of shelter care, communications, logistics, first aid and comfort, or community support and safety
- When pressed into disaster service, employees’ Workers Compensation coverage becomes the responsibility of the state government (OES), but the employer pays the overtime. These circumstances apply only when a local or state emergency is declared.

To provide effective support as a Disaster Service Worker, employees must have confidence their own families are well prepared to deal with emergencies in their absence. The time and energy a staff member commits to being prepared at home will provide the best assurance they are capable of dealing with the emergency situation at the school/ work site.

CALLING 911

Response is the process of implementing appropriate actions while an emergency situation is unfolding. In this phase, schools mobilize the necessary resources to address the emergency at hand. This may include calling or texting 911.

When calling 911, be prepared to remain on the phone and answer specific questions. In order to complete an accurate assessment of the situation, the 911 Dispatcher must obtain as much information as possible to best inform emergency responders and engage the appropriate level of medical response.

WHEN REPORTING AN EMERGENCY:

- Remain calm and speak slowly and clearly
- Be prepared to provide name, location of the incident, and caller's location, if different from the scene of the emergency
- Be prepared to provide name subject's date of birth, emergency information (*including allergies/medical history/medical insurance if the situation requires), and emergency contacts
- If possible, have a copy of the individual's emergency information/card ready to provide to first responders when they arrive.
- Although caller ID information may transfer immediately to the 911 Dispatcher, it is not available in all locations. The 911 Dispatcher will confirm and verify the phone number and address for every call received.
- Answer all questions asked by the 911 Dispatcher, even those that seem repetitious
- Do not hang up until the Dispatcher says to do so

CALLING 911 FROM A CELL PHONE:

- Cell phone calls to 911 are often sent to a 911 answering point based on cell radio coverage. Cell coverage areas don't always match city boundaries.
- Know your cell phone number and be prepared to give the dispatcher an exact address

TEXT TO 911:

Text to 911 is the ability to send a text message to reach 911 emergency call takers from your mobile phone or device. However, because text to 911 is currently only available in certain locations, always make a voice call to contact 911 during an emergency whenever possible. Call if you can. Text if you can't.

When calling 911, time is of the essence. Remain calm; speak slowly and clearly.
The 911 Dispatcher needs to gather the correct information the first time they ask for it.

INCLUSIVE PRACTICES

This section lists inclusive practices that can be employed to assist students with non- ambulatory needs, cognitive and developmental needs, sensory needs and mental health needs.

- The needs of students will vary depending on the student
- It is important to model confidence and competence during a drill or emergency incident
- All students need to know that it is okay to feel afraid, sad, angry, or worried during an emergency incident and encouraged to talk about what they are feeling or experiencing
- Consider creating an Individual Emergency Plan for each student

For students with unique needs, consider creating an Individual Emergency Plan for them.

THINK ON YOUR FEET

In the event of an emergency, quick thinking is imperative for survival. During a crisis, an individual must think on their feet to determine the best course of action. These choices may include:

- Get off campus
- Hide
- Go into Lockdown/Barricade
- Fight against an assailant in the most extreme circumstances

Understanding and practicing these options can help an individual respond decisively and in so doing, best ensure the safety and survival of self and others.

In the event of a Violent Intruder on campus, expect to hear noise from alarms, gunfire, explosions, and shouting. It is not uncommon for people experiencing a dangerous situation to first deny or rationalize the possible danger rather than respond. Quality training can help individuals think clearly and quickly during a chaotic scene. Proper training should include helping staff recognize the sounds of danger. Train staff and students to act decisively and remain flexible with a "think on your feet" approach.

LOOK, LISTEN AND LEAVE: FIRE ALARM

The **LOOK, LISTEN, AND LEAVE** protocol is an important action to practice when training the “think on your feet” mindset. At the sound of a fire alarm, staff and other leaders should take a moment to assess the scene before evacuating. The three steps of **LOOK, LISTEN, AND LEAVE** are:

- **LOOK** - open the classroom door and look out. Do you see smoke or fire? Is the path to your pre-planned evacuation spot clear of obstacles? Do you notice anything out of the ordinary?
- **LISTEN** - in addition to the alarm, are there other sounds? Do you hear anything that would indicate it is unsafe to leave the room (explosions, panicked voices, the discharge of a weapon)?
- **LEAVE** - having determined it is safe to do so, direct students to leave the room toward the predetermined evacuation spot.

IMMEDIATE ACTION RESPONSE:

The Essential Five is a set of **IMMEDIATE ACTION RESPONSES** intended to be implemented quickly in any variety of emergency situations. When an emergency occurs, it is critical that staff members take *immediate* steps to protect *themselves*, their *students*, and *other people* on campus. Link to printable 1-page poster (here).

Staff members must become familiar with each Immediate Action Response and be prepared to perform assigned responsibilities. All students must also be taught how to implement each of The Essential Five protocols.

IMMEDIATE ACTION RESPONSE: THE ESSENTIAL FIVE

ESSENTIAL ACTION	WHAT	HOW
SHELTER IN PLACE	Environmental hazards, dangerous air quality due to smoke or other contaminants, fire off-site, dangerous wildlife in the area, or severe weather	Isolate students and staff from the outdoor environment. Go inside. If the hazard is airborne, close doors, windows, and air vents. Shut down air conditioning/heating units.
DROP, COVER, & HOLD ON	Earthquake, explosion, or falling debris	Protect students and staff from falling debris, drop to the floor, take cover under heavy furniture and hold on.
SECURE CAMPUS	Potential threat of violence in the surrounding community and/ or police activity off-campus and nearby	Calmly direct all staff/students indoors Close and lock all classrooms/office doors Continue instruction as planned. Remain indoors until otherwise directed.
LOCKDOWN/ BARRICADE	Violent intruder on campus	Immediately seek safety indoors Once inside, lock and barricade all doors. Cover windows and turn off lights. Remain quiet and alert No one is allowed to enter or exit for any reason unless directed by law enforcement
EVACUATION	Bomb threat, chemical/gas leak, fire inside the building or nearby premises, severe weather alert, after an earthquake or explosion, or when implementing Student Release/Reunification	Use the “Look, Listen, and Leave” protocol. Once it is deemed safe to exit buildings, lead students and school staff from school buildings to a predetermined location.



SHELTER IN PLACE is a short-term measure implemented to isolate students and staff from the outdoor environment and prevent exposure to airborne contaminants or threats posed by wildlife or other environmental hazards. The procedures may necessitate closing and sealing doors, windows, and vents; shutting down the classroom/building heating, ventilation, and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

SHELTER IN PLACE is considered appropriate for, but is not limited to, the following types of emergencies:

- External chemical release
- Fire in the community
- Hazardous material spills
- Unhealthy air quality outside
- Dangerous wildlife on or near campus

A Shelter-in-Place response may require that HVAC systems be shut down to provide protection from contaminated outside air. Students and staff may freely move about inside the buildings, but no one should leave the protected space until directed by fire officials, law enforcement, or site administration.

SHELTER IN PLACE:

- All heating, air conditioning, and ventilation systems may need to be shut down immediately depending on the hazard
- All pilot lights and sources of flame may need to be extinguished
- Any gaps around doors and windows may need to be sealed
- Allows for free movement within classrooms or offices



DROP, COVER AND HOLD ON is the immediate action taken in the event of an earthquake or explosion and protects students and staff from flying and falling debris. It is an appropriate action for, but is not limited to, the following types of emergencies:

- Earthquake
- Explosion

In the event of an explosion, earthquake, or other event causing falling debris, immediately "DROP, COVER, and HOLD ON." Students and staff should drop to the floor, duck under a sturdy desk or table, cover the head with arms and hands, and hold onto furniture. Turn away from windows to stay clear of breaking glass. Individuals in wheelchairs can secure against an interior wall and lock the wheels. Protect head by covering with arms if possible.

DROP, COVER, AND HOLD ON:

- Must be practiced for immediate and automatic response
- Is the single most useful action to protect from injury in an earthquake
- In the event it is impossible to duck under sturdy furniture, continue to cover face and head with arms and hold onto something sturdy
- Most injuries in earthquakes are caused by breaking glass or falling objects
- Fire alarms and sprinkler systems may go off in buildings during an earthquake, even if there is no fire
- Stay alert to aftershocks
- Assist those with access and functional needs to ensure safe cover for all
- Evacuate **only if** there is damage to the building, the building is on fire, or location is in a tsunami zone
- If building is damaged, occupants may return after the building has been inspected and determined to be safe by county building inspectors

PROCEDURE WHEN OUTSIDE ON SCHOOL GROUNDS:

- Keep a safe distance from buildings, power lines, and light poles.
- Drop to the ground, cover the head, and hold on to a stable object if accessible.
- Steer clear of obstacles and wait quietly for additional guidance.



SECURE CAMPUS is implemented when the threat of violence or police action in the surrounding community requires precautionary measures to ensure the safety of staff and students. When a campus is in **SECURE CAMPUS** status, classroom instruction and/or activity may continue if all classroom and office doors are locked and all students and staff remain inside *through the duration of the event*, except for essential needs. Outer gates and other entrance/exit points can be closed (**NOT LOCKED**) to deter a potential perpetrator from entering school grounds.

During a Secure Campus, the Incident Command Team or staff assigned by the Incident Command Team shall assist in escorting students and staff who may need to leave the classroom for Essential Needs. Essential Needs can include but are not limited to the flowing.

- Bathrooming/Toileting
- Medical Needs/Response
- Mental Health/Wellness Needs/Response

This response is considered appropriate for, but not limited to, the following types of emergencies:

- Potential threat of violence in the surrounding community
- Law enforcement activity in the surrounding community

A **SECURE CAMPUS** response may be elevated to **LOCKDOWN / BARRICADE** as circumstances demand in which case instruction immediately ceases and students and staff follow **LOCKDOWN / BARRICADE** procedures.

> Secure Campus allows for instruction to continue while the school takes preventative action in the event of a threat in the neighborhood surrounding a school. Lock all classroom/ office doors, close entrance and exit points on the school's perimeter, and continue classroom instruction.



SECURE CAMPUS:

- Is intended to prevent a potential threat present in the community from entering campus
- Heightens school safety while honoring instructional time
- Requires that all exterior classroom/office doors are locked and remain locked
- Is intended to prevent intruders from entering occupied areas of the building
- Requires that students and staff remain in **SECURE CAMPUS** status until **ALL CLEAR** is issued by School Incident Commander

LOCKDOWN/ BARRICADE

LOCKDOWN / BARRICADE is implemented when the imminent threat of violence or gunfire is identified on the campus, or the school is directed to do so by law enforcement. During **LOCKDOWN / BARRICADE**, students are to always remain in designated classrooms or lockdown locations. Do not evacuate until the 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

During a **LOCKDOWN / BARRICADE**, remember that immediate safety from the violent intruder is the priority and guides all actions, above all other concerns.

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 School Incident Commander who will unlock door from the outside with keys.

LOCKDOWN / BARRICADE:

- Is a response to an immediate danger; it is not preceded by any warning
- Demands quick action; an active shooter, for example, can fire one round per second
- Requires common sense thinking under duress; do what must be done to best ensure survival of students and staff
- If it is possible to safely get off campus with students, take that action immediately (Run)
- If it is not possible to get off campus, quickly lockdown inside a safe room and barricade the entrance (Hide)
- Once a room is secured, no one is allowed to enter or exit under any circumstances
- Prioritize clear communication. Remove face covering if necessary.
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)

LOCKDOWN/ BARRICADE

THINK ON YOUR FEET

In the event of a Violent Intruder on campus, quick thinking is imperative for survival. Especially when an active threat of violence is present, an individual must think on their feet to quickly determine the best course of action.

In the event of a Violent Intruder on campus, expect to hear noise from alarms, gunfire, explosions, and shouting. It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. Quality training can help individuals think clearly during a chaotic scene. Proper training should include helping staff recognize the sounds of danger and teaching them to forcefully communicate and take necessary action.

These actions would likely include:

ESCAPE / GET OFF CAMPUS:

- Only attempt this if 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/encourage others you might 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 cell phones
- If unable to find cover inside a secure room, quickly seek out a hiding place on campus

LOCKDOWN/ BARRICADE

FIGHT:

- If confronted by an assailant, as a last resort, consider trying to disrupt or incapacitate through aggressive force or 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 attacker
- Fighting back is NOT an expectation, merely one option for a last resort response

LOOK, LISTEN, AND LEAVE: FIRE ALARM

If site alarm is triggered during Lockdown/Barricade, always respond with caution and **LOOK** and **LISTEN** for unusual or violent activity before initiating an evacuation **LEAVE**.

- **LOOK** - open the classroom door and look out. Do you see smoke or fire? Is the path to your pre-planned evacuation spot clear of obstacles? Do you notice anything out of the ordinary?
- **LISTEN** - in addition to the alarm, are there other sounds? Do you hear anything that would indicate it is unsafe to leave the room (explosions, panicked voices, the discharge of a weapon)?
- **LEAVE** - only after determining it is safe to do so, direct students to leave the room toward the predetermined evacuation spot



EVACUATION

EVACUATION is implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

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

THINK ON YOUR FEET: LOOK, LISTEN, AND LEAVE - FIRE ALARM

Before evacuation, take a moment 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 the office or classroom to a designated safe area.

In the event of an explosion, earthquake, or other event causing falling debris, **EVACUATION** will be preceded by a **"DROP, COVER, and HOLD ON"** protocol. Students and staff should drop to the floor, duck under a desk or table, cover the head with arms and hands, and hold onto furniture.

EVACUATION:

- Requires exit from the building to a designated safe site, on-campus or off-site
- May require that students and staff rely on district bus transportation
- May require staff to exit via alternate routes based on circumstances
- Requires that students remain with assigned teachers unless circumstances prohibit it
- Requires that staff and students assist those with access and functional needs to ensure for safe egress of all

Emergency Resources

EMERGENCY MANAGEMENT
SONOMA COUNTY
CONNECT. EMPOWER. PREPARE. PROTECT.

https://socoemergency.org/

everbridge NIXLE

https://local.nixle.com/register/

NOAA
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
U.S. DEPARTMENT OF COMMERCE
NATIONAL WEATHER SERVICE

https://www.weather.gov/safety/

SoCoALERT

https://public.coderedweb.com/CNE/en-US/BF7053564662

WATCH DUTY

https://www.watchduty.org/

KEY SONOMA COUNTY DISASTER INFORMATION LINKS

County of Sonoma Emergency Information

SoCoEmergency: https://socoemergency.org/

Know Your Evacuation Zone https://socoemergency.org/get-ready/evacuation-map/
For more information about alert and warning in the County, including informational short videos about each method and a few additional options, visit https://socoemergency.org/get-ready/sign-up/.
See here for a vetted list of official sources from authorities in Sonoma County, the State of California, and US Government sources: https://socoemergency.org/get-ready/official-information/

Sonoma County Sheriff's Office - Website: sonomasheriff.org
Sonoma County Behavioral Health - 24 Hour Emergency Mental Health Hotline 800-746-8181
Sonoma County Fire District - Website: sonomacountyfd.org
Sonoma County Water Agency Flood Forecast
sonomawater.org/flood-forecast-and-emergency-information
Sonoma County Animal Services - Website: theanimalshelter.org Phone: (707) 565-7100

Sign Up to Receive Alerts

Now is a great time to make sure you are signed up for SoCoAlert and update your locations if needed, or make an account if you've never signed up: https://socoemergency.org/get-ready/sign-up/socoalert/
To sign up for Nixle you can text your zip code to 888777, or better yet, create an account so you can sign up for multiple jurisdictions in one place here: https://local.nixle.com/register/.
If you live in the City of Santa Rosa, you may have received notice some months ago that Santa Rosa is no longer using Nixle, and is instead using CivicReady. This system provides both informational updates and emergency alerts. To sign up for CivicReady, visit https://www.srcity.org/3796/CivicReady

Regional Resources

211 Sonoma - 211sonoma.org or Phone: 2-1-1

Information Regarding Specific Disasters

Wildfire Information -

Watch Duty APP - watchduty.org/
Cal Fire - www.fire.ca.gov
ALERTWildfire Cameras - alertwildfire.org/northbay/
Air Quality Management Districts: Bay Area Air Quality Management District or Northern Sonoma County Air Pollution Control District

Earthquake Information - https://www.usgs.gov/programs/earthquake-hazards/earthquakes
Wind & Water Weather Emergencies - https://www.noaa.gov/
Information about 911 Emergencies - Pulsepoint App - pulsepoint.org/download
Power Outages - www.pge.com

KNOW YOUR ALERTS

The City uses multiple notification and warning systems to make sure emergency alerts are delivered to the people who need them.

City of Santa Rosa



Emergency Alert System (EAS) - National public warning system that will interrupt local broadcast tv and radio programming to provide an alert in the event of a large-scale emergency. No registration required



Wireless Emergency Alerts (WEA) - Urgent alerts sent as text-like messages to your mobile phone based on your location (you will only receive notification if you are in the area of the emergency). WEAs have three alert categories -- Imminent Threat, AMBER, Presidential. You must keep the factory settings on to your WEA- capable phone to receive a WEA. No registration required



All Hazards NOAA Weather Radio (NWR) - A low-cost home alerting tool that is remotely activated by the National Weather Service to broadcast life-saving warnings issued by first responders. To work, Sonoma County residents must tune their NWR to frequency 162.475. No registration required.



SoCoAlert - Emergency notification service providing Sonoma County first responders the ability to alert residents by landline or mobile phone, text message and email about imminent threats to life and property in specific impacted areas. Register all addresses that you would like to receive alerts for (work, child's school, etc.). You don't have to be in the location of the emergency to receive the alert. **Must register at SoCoAlert.com OR call (866) 939-0911, press "2" at the menu, ask operator for assistance with registering for SoCoAlert.**



Local Radio and Television - The City communicates with local news broadcasters to provide updates during an emergency. Tune radio to 1350 AM, 103.5 FM, 100.1 FM, 89.1 FM (bilingual), 98.7 FM (Spanish); or preferred local TV news channel



Hi/Lo Sirens - Santa Rosa police and fire department vehicles are outfitted with Hi/Lo sirens, a different sounding European-style, 2-tone siren. It will only be used in an emergency to alert residents within specific areas of the need to evacuate.



CivicReady - The City of Santa Rosa's police and fire departments can send you public safety alerts and news delivered by email always, text message when imminent/urgent, and very rarely as a voice call. **You must register at SRCity.org/CivicReady.**

Other Ways To Stay Informed

Santa Rosa Police Department

Santa Rosa Fire Department

City of Santa Rosa

More information on emergency alerts and notifications at

SRCity.org/ReadySR

CSRv4.18.23

EMERGENCY RESPONSE ACTIONS



1.SHELTER IN PLACE

Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife.

- Close doors & windows
- Monitor communications
- Students/Staff remain in room & continue class as "normal"
- Call office/campus supervisors if assistance is needed
- No Students IN/OUT of class unless essential & safe (*supervision required)
- Shut off air conditioner/heater if warranted



2. DROP, COVER & HOLD ON

Implement during an earthquake or explosion to protect occupants from flying and falling debris.

- Drop to the ground
- Take cover under a sturdy desk or table
- Hold on until shaking stops
- If no cover available, protect your head and neck with your arms
- Stay away from windows and objects that could fall
- Evacuate when safe, if there is damage to the building



3. SECURE THE CAMPUS

Initiate for a potential threat of danger in the surrounding community.

- Lock Doors/Windows/Halls/Gates
- Windows covered at staff discretion
- Remain in classroom and continue class as "normal"
- No students IN/OUT of class unless essential & safe (*supervision required)
- Monitor communications
- Students remain in class until "ALL CLEAR"



4. LOCKDOWN/BARRICADE

Initiate for an immediate threat of danger to occupants of a campus or school building.

- Lock Doors/Windows & Halls/Gates if safe
- Do not open the door for anyone
- Close Blinds/Cover Windows/Lights Off
- Hide & Protect. No people In/Out of Class (not even for the restroom)
- Silence electronics & phones, may text parent/guardian location & status
- Monitor communications
- If immediate threat- Run to safety if able to escape & keep hands visible



5. 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.

- Take account of unique needs of individuals with access and functional needs
- If appropriate, bring your keys, emergency kit, roll sheets, and radio with you when you exit the building
- Follow evacuation route & procedure for safe exit
- Report to pre-assigned gathering location
- Take roll and report missing students, student injury, or surplus students/staff to administrator
- Run, Hide, Fight if necessary

THE ESSENTIAL

FIVE

Emergency Response Actions

Sonoma County Office of Education

RESIG Redwood Empire Schools' Insurance Group
Proudly Serving Schools Since 1979

Last Update November 2023