SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Cañada College • College of San Mateo • Skyline College

STANDARD OPERATING PROCEDURE

HIGH-IMPACT DRILLS, EXERCISES, AND REALISTIC TRAINING EVENTS

How to use this working template

- Use this version to draft the SOP before preparing the final clean SOP for approval.
- Answer the prompts in plain language. If a field does not apply, enter N/A or delete the unused row before final approval.
- Complete the gray prompts and add or delete rows as needed. Keep the final content concise but specific enough that a trained employee can follow the process consistently.
- Before final approval, remove or replace instructional text, delete any unused prompts or blank rows, and confirm the final SOP reads cleanly without the guide language.

0. DOCUMENT PROFILE

Department / Function identifies the owning unit. Campus / District Area identifies where the SOP applies. Use the SOP ID format ORG-DEPT-YEAR-### (for example, DIST-HR-2026-002 or CSM-MATH-2026-001).

SOP Title	High-Impact Drills, Exercises, and Realistic Training Events	**SOP Number / ID**	DIST-RMSEO-2026-001
Department / Function	Risk Management, Security, and Emergency Operations	**Campus / District Area**	District Wide
Process Owner / SOP Owner	Director of Risk Management, Security, and Emergency Operations	**Version**	1.0
Effective Date	[MM/DD/YYYY]	**Review Cycle**	Annual

1. APPLICABLE BPs/APs & OTHER GOVERNING REQUIREMENTS

List the governing authorities, policy references, and related documents that apply to this process.

Ask yourself: Which Board Policies, Administrative Procedures, laws, grant terms, forms, reports, or related SOPs govern this work?

Board Policy(ies)	• BP 3500 Campus Safety • BP 3501 Campus Security and Access • BP 3505 Emergency Response Plan • BP 3520 Local Law Enforcement • BP 3530 Weapons on Campus
Administrative Procedure(s)	• AP 3500 Campus Safety • AP 3501 Campus Security and Access • AP 3505 Emergency Response Plan • AP 3520 Local Law Enforcement • AP 3530 Weapons on Campus
Other Governing Requirement(s)	• California Penal Code §§626.9 and 626.10 • AB 767: Community colleges: Emergency Preparedness Standards. • AB 1858 – Safe and Prepared Schools Act
Related Reference(s)	• District Emergency Operations Plan • Emergency Action Plans • Incident Action Plans (IAPs) • After Action Reports (AARs) • RAVE Alert Procedures

2. CONTROL OBJECTIVE / PURPOSE

Describe the purpose of this SOP, the intended outcome, and what the process is designed to ensure. Include scope or applicability only if needed.

Ask: What is this process for? What result should it consistently achieve? If the process works correctly, what should be true at the end?

Control Objective / Purpose	This Standard Operating Procedure establishes requirements for planning, reviewing, approving, coordinating, communicating, conducting, and evaluating drills, exercises, simulations, and training activities that may impact campus operations or could reasonably be mistaken for an actual emergency. The purpose of this SOP is to:

	• Protect students, employees, visitors, contractors, and responders. • Ensure drills and exercises are conducted safely and consistently. • Prevent confusion between exercises and real emergencies. • Standardize approval and notification requirements. • Ensure appropriate coordination among departments and external agencies. • Reduce operational, legal, reputational, and life-safety risks.
Brief Process Summary / Scope (optional but recommended)	This SOP applies to all District-affiliated drills, exercises, simulations, demonstrations, and training activities conducted on District-owned, leased, or controlled property that involve elevated safety, operational, or public perception considerations. Examples include: • Violent Intruder Drills • Lockdown and Barricade Drills • Great ShakeOut Earthquake Drills • Fire Drills • Student Housing Emergency Drills • Child Development Center Fire Drills • Reunification Exercises • Mass Casualty Exercises • Fire Academy Live-Fire Training • EMT and Nursing Simulations • Police Academy Exercises • Joint Agency Exercises • Emergency Vehicle Deployments • Smoke or Moulage Activities

3. RISK ASSESSMENT

Risk assessment in this template is simple: name the main things that could go wrong, explain why they matter, and describe what in this SOP helps prevent, detect, or correct them.

Ask: What could go wrong? Why would it matter? What step, approval, review, reconciliation, or evidence requirement in this SOP helps address that risk?

Key Risk / What Could Go Wrong	Why It Matters / Impact	How This SOP Addresses It
Exercise mistaken for a real emergency	May generate panic, unnecessary 911 calls, or operational disruption	Requires approvals, notifications, signage, and coordination
Participant or bystander injury	May result in injury, liability, or interruption of operations	Requires safety review, controls, and supervision
Failure to coordinate with stakeholders	May create confusion or operational impacts	Requires OEM, DPS, Facilities, and leadership review
Unauthorized or unapproved exercise activity	May expose District to legal or reputational risk	Requires documented approval process
Impact to life-safety systems or facilities	May compromise campus safety systems	Requires Facilities review and approval

4. ROLES & RESPONSIBILITIES

Identify the positions responsible for carrying out or supporting this SOP. Use position titles, not employee names.

For governance SOPs, roles may include executive leadership, committees, or oversight functions. For operational SOPs, roles may include staff, supervisors, managers, reviewers, or system owners.

Role / Position	Core Responsibility	Review / Approval Role (if applicable)
Exercise Sponsor	Develops the exercise concept, objectives, participant list, location details, safety-sensitive elements, proposed controls, and notification needs. Ensures the activity is conducted only within the approved scope	Initiates the request and provides required documentation for review.
Division Dean / Program Supervisor	Reviews academic, instructional, programmatic, staffing, and participant impacts for exercises	Approves activities within the area of

Role / Position	Core Responsibility	Review / Approval Role (if applicable)
	initiated by instructional programs or departments.	responsibility before executive review.
Appropriate Vice President	Reviews impacts to instruction, student services, administrative services, facilities, or operations, depending on the nature of the activity.	Provides executive-level review before campus approval when applicable.
College President / District Executive	Provides campus or District-level executive awareness and approval for high-impact activities affecting operations, public perception, safety, or institutional risk.	Final campus or District approval authority when required.
Office of Emergency Management (OEM)	Reviews emergency management, operational, notification, protective action, public perception, and coordination risks. Coordinates planning, required notifications, external agency coordination, and after-action review.	Provides OEM concurrence before the activity may proceed.
Department of Public Safety (DPS)	Reviews safety, threat, security, dispatch, law enforcement, access control, and bystander-management considerations. Coordinates DPS staffing, dispatch awareness, and operational controls when required.	Provides DPS concurrence before the activity may proceed.
Facilities Manager / Facilities Operations	Reviews impacts to buildings, grounds, utilities, alarms, fire protection systems, access control, parking, traffic flow, evacuation routes, and other physical infrastructure.	Approves activities affecting facilities, infrastructure, or life-safety systems.
Public Information Officer (PIO)	Coordinates public messaging, website notices, RAVE messaging, signage language, media considerations, and stakeholder communications when required.	Reviews and supports communication plans when public notification is needed.

Role / Position	Core Responsibility	Review / Approval Role (if applicable)
Counseling / Student Support Services	Supports planning when activities may affect students psychologically or involve realistic violence, simulated casualties, children, reunification, or other sensitive populations.	Consulted when student support or trauma-informed planning is needed.
External Response Agencies	Provide coordination support when drills may affect or involve local law enforcement, fire, EMS, 911/dispatch centers, or other response partners.	Confirm awareness or participation when required.

Segregation of duties / compensating control note: If one person performs multiple key parts of the process, describe the supervisory review, secondary approval, reconciliation, or other compensating control.

5. INFORMATION, RECORDS & COMMUNICATION

Describe the key systems, records, evidence, and notifications that support this SOP, including how information is captured, stored, and communicated to the appropriate staff or stakeholders.

A reviewer should be able to tell what system or record is official, what evidence proves the process happened, and who must be notified.

Systems / Forms Used	Exercise Planning Documents, Exercise Requests, Incident Action Plans (IAPs), After Action Reports, RAVE Emergency Notification System, District Email (Outlook), Sign-In Rosters, Safety Briefings, Site Maps, and related planning documentation.
Inputs / Source Documents	Exercise concepts, objectives, planning documents, participant lists, site maps, safety plans, approval requests, academic or departmental approvals, external agency coordination documentation, and applicable emergency management planning documents.
Official Record Location / System of Record	Official records associated with high-impact drills, exercises, and realistic training events shall be maintained by the Office of Emergency Management and/or other responsible departments using District-approved systems, including Outlook, SharePoint, OneDrive, or successor record-retention platforms. Sponsoring departments shall maintain copies of applicable planning documents, approvals, notifications, and after-action

	documentation consistent with District record-retention practices.
Required Evidence / Artifacts	Approved exercise requests, approval emails, OEM and DPS concurrence, Facilities approvals (when applicable), external agency coordination records (when applicable), notification records, Incident Action Plans (IAPs), safety briefings, sign-in rosters, After Action Reports (AARs), Improvement Plans (IPs), and other documentation demonstrating completion of required planning, coordination, and review activities.
Required Communication / Notifications	Notifications may include OEM, DPS leadership, DPS Dispatch, College Presidents, Vice Presidents, Facilities Operations, Public Information Officers, Counseling/Student Support Services, external response agencies, participating departments, and affected campus occupants, as appropriate to the scope and complexity of the activity.
Training / Communication Notes (optional)	Personnel responsible for planning, approving, coordinating, or conducting high-impact drills, exercises, and realistic training events should be familiar with this SOP, applicable emergency management procedures, and District communication protocols.

6. CONTROL ACTIVITIES / PROCEDURE

Describe the process in order. Each row should show what happens, who does it, when it happens, what key control or approval is built into the step, and what evidence shows the step was completed.

Think like a reviewer: If someone unfamiliar with the process read only this section, could they follow the steps, identify the control, and verify the evidence?

Step	Activity / Task	Role	Frequency / Timing	Key Control / Check / Approval	Evidence / Artifact
1	Determine whether the SOP applies. Review whether the proposed activity could reasonably be mistaken for an actual emergency, involves safety-sensitive elements, impacts campus operations, or requires enhanced planning, coordination, or notification.	Exercise Sponsor, OEM, DPS	Triggered by proposed activity	Applicability review ensures routine low-risk activities are not overcontrolled and high-impact activities are captured.	Exercise request, email inquiry, planning notes, OEM/DPS determination

Step	Activity / Task	Role	Frequency / Timing	Key Control / Check / Approval	Evidence / Artifact
2	Develop the exercise concept. Identify purpose, objectives, date, time, location, participants, safety-sensitive elements, expected impacts, proposed controls, notification needs, and stop/pause/abort criteria.	Exercise Sponsor	At least 30 calendar days before activity, unless exception approved	Exercise concept must contain enough detail for risk screening and approval.	Exercise planning document, draft IAP, exercise proposal
3	Submit the request for review. Submit the proposed activity to OEM/DPS and, when applicable, through the academic or departmental approval chain.	Exercise Sponsor	At least 30 calendar days before activity, unless exception approved	Timely submission allows safety, operational, communications, and external agency review.	Submission email, request form/document, approval routing record
4	Complete academic or departmental approval. Academic, instructional, or department-sponsored exercises must be reviewed by the appropriate supervisor, dean, vice president, and/or College President as applicable.	Exercise Sponsor, Dean/Supervisor, Appropriate VP, College President	Before final authorization	Departmental approval confirms program readiness and executive awareness.	Approval emails, signed approval, meeting notes
5	Complete OEM/DPS safety and operational review. Review operational risk, threat perception, communications needs, dispatch impacts, public perception concerns, safety controls, and staffing needs.	OEM, DPS	Before final authorization	OEM and DPS concurrence required before the activity may proceed. Disqualifying safety conditions must be corrected.	OEM/DPS concurrence, risk notes, planning emails, revised exercise plan
6	Coordinate with Facilities Operations when the activity may affect buildings, grounds, utilities, alarms, fire protection systems, access	Facilities Manager, OEM, DPS	When applicable	Facilities review required before activities involving life-safety systems, alarms, suppression equipment,	Facilities approval, planning emails, meeting notes

Step	Activity / Task	Role	Frequency / Timing	Key Control / Check / Approval	Evidence / Artifact
	control, parking, traffic flow, evacuation routes, or other infrastructure.			utilities, or infrastructure impacts.	
7	Coordinate with external agencies when required. Activities involving prop weapons, simulated gunfire, visible emergency response operations, emergency vehicles, fire, smoke, mass-casualty scenarios, reunification, children, student housing, or conditions likely to generate 911 calls require advance coordination.	OEM, DPS	When applicable	Required external coordination must be completed and documented before the activity proceeds.	Coordination emails, dispatch notifications, agency acknowledgements
8	Develop the notification and communication plan. Determine who must be notified, when notifications occur, whether signage is required, and whether communications will be targeted, campus-wide, or District-wide.	OEM, DPS, PIO, Exercise Sponsor	Prior to activity	Notification requirements must be proportional to the activity's visibility and risk.	Notification plan, draft messaging, signage plan
9	Obtain final authorization. Confirm all required reviews, approvals, notifications, and coordination requirements have been completed.	OEM, DPS, College President, Director of RMSEO (when applicable)	Prior to activity	No activity may proceed without completion of all required approval tracks and coordination requirements.	Final approval email, authorization record

Step	Activity / Task	Role	Frequency / Timing	Key Control / Check / Approval	Evidence / Artifact
10	Conduct the pre-exercise safety briefing. Review objectives, participant roles, communications, safety controls, stop/pause/abort criteria, emergency procedures, and responsibilities.	Exercise Sponsor, OEM, DPS	Immediately before activity	Participants must be briefed on safety expectations and real-emergency procedures.	Safety briefing agenda, roster, sign-in sheet
11	Conduct the approved drill, exercise, simulation, or training activity. Activities shall be conducted only within the approved scope, location, schedule, and conditions. Exercise communications shall remain clearly distinguishable from real emergency communications. Activities shall be immediately suspended if a real emergency occurs or if unforeseen safety concerns arise.	Exercise Sponsor, OEM, DPS	Per activity	Exercise must remain within the approved plan. Safety controls, communication protocols, and operational limitations shall be maintained throughout the activity.	Exercise documentation, IAP, radio logs, photographs, observer notes, participant rosters
12	Apply additional controls for activities involving live fire, burn pans, fire extinguishers, charged hoselines, smoke, theatrical haze, alarm activation, apparatus staging, turnout gear, fire suppression systems, or other elevated life-safety hazards.	Exercise Sponsor, OEM, DPS, Facilities, Fire Academy Staff (when applicable)	When applicable	Additional approvals and oversight are required. Facilities shall supervise interactions with life-safety systems. Activities shall not compromise building protection systems or occupant safety.	Approvals, safety plans, Facilities concurrence, fire department coordination records, exercise documentation
13	Apply additional controls for off-site District properties,	Exercise Sponsor,	When applicable	Site-specific risks, vulnerable populations,	Site plans, notifications,

Step	Activity / Task	Role	Frequency / Timing	Key Control / Check / Approval	Evidence / Artifact
	Child Development Centers, student housing facilities, leased facilities, remote instructional sites, and other special population or non-traditional locations. Site-specific emergency response, evacuation, reunification, access, and coordination considerations shall be addressed during planning.	OEM, DPS, Site Administrator		local response agencies, property owners, and co-tenants shall be considered and coordinated as appropriate.	coordination records, exercise documentation
14	Conduct an After-Action Report/Review (AAR) following completion of the activity. Evaluate exercise objectives, operational performance, communications, notifications, safety issues, stakeholder coordination, public perception concerns, and opportunities for improvement. Identify corrective actions and responsible parties as appropriate.	OEM, DPS, Exercise Sponsor	Following each covered activity	Lessons learned and corrective actions shall be documented and incorporated into future planning and training activities.	After Action Report (AAR), meeting notes, corrective action tracking documentation
15	Monitor corrective actions and enforce compliance with this SOP. Activities that bypass required approvals, omit required notifications, introduce unapproved safety-sensitive elements, or create unacceptable safety or operational risk may be modified, suspended, cancelled, or referred for administrative review.	Director of RMSEO, OEM, DPS, College President (as applicable)	Triggered by findings, deficiencies, or noncompliance	Corrective actions shall be tracked to completion. Noncompliant activities shall not proceed until deficiencies are addressed.	Corrective action records, approval documentation, correspondence, administrative review records

7. MONITORING & ESCALATION

Monitoring happens after the process runs. It checks whether the process and key controls are actually working, whether documentation is complete, and whether issues are followed up.

Ask: What review, reconciliation, sample, or management check occurs after the process runs? Who performs it, how often, what shows it happened, and what happens if a problem is found?

Monitoring Activity / What Is Reviewed	Reviewer / Owner	Frequency	Evidence of Review	Exception / Escalation Path
Review exercise planning documents, approvals, notifications, participant lists, and event records to verify compliance with this SOP and District requirements.	Emergency Preparedness Manager	After each High-Impact Training Event and Annually	Exercise files, approval records, planning documents, and annual program review notes.	Deficiencies are documented and assigned for corrective action. Significant compliance issues are elevated to the Chief of Facilities and Operations.
Review exercise objectives, participant performance, operational impacts, safety concerns, and lessons learned to ensure training goals were met and identified improvements are addressed.	Exercise Sponsor (Dean, Director, Manager, or Department Head)	After each event	After-Action Report, Improvement Plan, meeting notes, and corrective action assignments.	Unresolved issues, resource needs, or operational concerns are elevated through the appropriate supervisory chain and to the Emergency Preparedness Manager for tracking.
Review corrective actions, recurring findings, and program trends across drills and exercises to ensure identified improvements are	Emergency Preparedness Manager in coordination with Department of	Annually	Corrective Actions in AAR, updated plans, training records, and annual	Significant unresolved corrective actions or life-safety concerns are elevated to the appropriate

Monitoring Activity / What Is Reviewed	Reviewer / Owner	Frequency	Evidence of Review	Exception / Escalation Path
completed and incorporated into plans, procedures, and future training.	Public Safety leadership and participating departments		review documentation.	executive leadership.
Review complaints, safety incidents, near misses, injuries, or public concerns associated with drills and realistic training activities.	Exercise Sponsor and Emergency Preparedness Manager	Triggered	Incident reports, complaint records, correspondence, and corrective action documentation.	Injuries, safety violations, or significant public impacts are immediately reported to District leadership and appropriate risk management, safety, or public safety personnel.

8. APPROVAL / REVISION HISTORY

Use this section to record who has authority to approve the official SOP version and each future revision.

Approval means the role/title authorized to sign off on the SOP. For the initial row, enter version 1.0, the effective date, "Initial issuance," and the approving role/title. Use role/title here.

Version	Date	Summary of Change	Approved By (Role/Title)
1.0	*06/19/2026*	Initial issuance	*[Enter role/title]*
[Insert]	*[MM/DD/YYYY]*	*[Revision summary]*	*[Enter role/title]*
[Insert]	*[MM/DD/YYYY]*	*[Revision summary]*	*[Enter role/title]*
[Insert]	*[MM/DD/YYYY]*	*[Revision summary]*	*[Enter role/title]*