

# Safety and Security Drills

This list is a teacher-friendly document to help determine the course of action in the case of an emergency on campus. Complete procedures are available in the 85-page Comprehensive School Safety Plan, available in the main office or via email. Generally, emergencies will dictate staying in the classroom/ workspace or evacuating to a designated space.



## FIRE DRILL and PROCEDURES

Upon discovery of a fire, Teachers or staff will direct all occupants out of the building, signal the fire alarm, and report the fire to the School Administrator. The School Administrator will immediately call "911" initiate building evacuation. Staff and students will exit buildings using the prescribed routes or other safe routes to the Assembly Area.

- Fire Alarm will sound.
- Teacher (or designated student) will take the classroom emergency backpack.
- Class will exit in a quiet, orderly fashion.
- Teacher will lock the door and close it.
- Class will report to the designated field space.
- Teacher will fill out the Crisis Response Sheet using class roster. Both should be in the classroom backpack.
- Teacher or runner will turn sheet into principal or designee.
- Principal or Designee, once all students are accounted for, will determine whether it is safe to return to the classrooms and signal the end of the drill/ emergency. (If real, then the fire department will make that designation.)

## EARTHQUAKE DRILL and PROCEDURES

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings, and injuries. It is important to note that even a mild tremor can create a potentially hazardous situation and the following procedures should be implemented in response to all earthquakes regardless of magnitude.

*Note: Keep calm and remain where you are. Assess the situation, and then act. Remember, most injuries or deaths are the direct cause of falling or flying debris.*

- Bell/ PA announcement will indicate the occurrence and duration of the Earthquake Drill. The real incident will be obvious to begin the safety procedure.
- All students and staff will DUCK (bend down), COVER (go under desk or table), and HOLD ON (to the item covering while shaking is happening).



- When the Earthquake stops, teacher will check on the students and assess damage.
- Teacher (or designated student) will post the "X" sheet on the door of the classroom indicating injured students that cannot be moved.
- Teacher will instruct students to quietly and quickly exit the building in an orderly fashion.
- Teacher will leave the door open.
- Class will report to the designated field space.
- Teacher will fill out the Crisis Response Sheet using Class Roster. Both should be in the classroom backpack.
- Once on the field with all students accounted for, teacher will assume the assigned duties for the duration of the emergency. Teachers may be grade level caregivers, search and rescue team, first aid team, etc. See EQ Drill Paperwork for job.

## LOCKDOWN DRILL

An Intruder on Campus involves one or more individuals who exhibit the motivation or potential to attempt to cause physical harm to students and staff. Such an incident may involve individuals who possess a gun, a knife or other harmful device, or making threats.



*Upon first indication of a dangerous intruder, personnel should immediately notify the School Administrator. Staff should call 911 and provide the exact location and nature of the incident.*

- Announcement will be made over the PA that the campus is on Lockdown.
- Teacher will lock all doors to the classroom.
- All students will remain in the class, regardless of their needs.
- Blinds will be drawn on all of the windows. If that is not possible, students should move to the area of the room that keeps them out of sight of any uncovered windows.
- Teacher will turn on computer and wait for email from office with instructions. (If teacher or sub does not respond to the email promptly, then the office will call the classroom.)
- Email will ask teacher to indicate absent and missing students and adults as well as additional students and adults that are present in the room.
- Teacher will keep students calm and quiet during the drill.
- Do not use the classroom phones in order to keep the line free for the office to call.
- An announcement will be made to indicate the end of the Lockdown.