

Plan 2: Section 4: Emergency Drills

Emergency Drills

In order to be adequately prepared, the following drills should be executed and documented in the Emergency Drill Record (Appendix 2-4-1). There are four emergency drills school personnel should be prepared to implement:

1. Fire Drill; Monthly
2. Shelter-in-Place Drill; Quarterly
3. Lock Down Drill; Semi-Annually
4. Earthquake Drill; Quarterly

2.4.1 Fire Drill

Signal: Set off the Fire Alarm

Procedure:

Teachers

1. Please refer to the evacuation map in your classroom. If the room does not have a map, please contact the Principal or school office today.
2. Familiarize yourself with class's route before the drill begins.
3. When the signal is given, have students form a single line outside the classroom. (Form a double line for large classes.)
4. Check to see that all students are out of the classroom; take student roster and close all doors.
5. Have students walk **quietly** in single file to the Assembly Area. Teachers should walk at the rear of the line.
6. Have students form a single line in the designated Assembly Area
7. Take attendance.
8. Wait for the "all clear" signal – one long, steady bell – then return **quietly** to your classroom in single file.

All Other Personnel: Report to Assembly Area for further instructions.

2.4.2 Shelter-In-Place Drill

A **Shelter-In-Place** indicates an emergency has occurred which requires students and staff to remain inside. As a reminder, Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and include the shutdown of classroom and/or building HVAC systems. Students may move freely about the classroom.

Signal: The signal for the “**Shelter-In-Place**” drill is the following PA announcement:

“Your attention please: because we have received information regarding a hazard in the community, we are instituting **Shelter-in-Place** procedures. Remember, this means students and staff are to remain inside the building away from outside air with windows and doors securely closed and air conditioning units turned off. All students and staff who are outside are to immediately move to the protection of an inside room. As soon as we have further information, we will share it with you.”

Procedure:

1. When the announcement has been given, all classes will remain in their rooms.
2. Physical education classes will proceed into the gym.
3. Students should be arranged in the shelter area so as to enable them to assume a “**Duck and Cover**” position on command given by the teacher in charge if necessary.
4. Students may move freely about the room unless instructed otherwise.
5. Move students to the most protected areas in the room.
6. Have students face away from windows and keep their backs toward windows.
7. Close all doors and windows. If possible, cover windows by lowering blinds, closing slots, drawing curtains, or pulling shades.
8. Turn off gas, lights, power equipment, and appliances. All personnel must remain in the shelter area until further instructions are received from official sources.

2.4.3 Lock Down Drill

A **Lock Down** indicates an emergency, usually a threat of violence, has occurred which requires students and staff to remain inside. There is no freedom of movement for the students in a Lock Down

Signal: The signal for the “**Lock Down**” drill is the following PA announcement:

“Your attention please. Because we have received information regarding a hazard in the community, we are instituting **Lock Down** procedures. Remember, this means students and staff are to remain inside the building away from doors and windows with windows and doors securely closed and locked. All students and staff that are outside are to immediately move to the protection of an inside room. As soon as we have further information, we will share it with you.”

Procedure:

1. When the announcement has been given, all classes will remain in their rooms.
2. Physical education classes will proceed into the gym.
3. Students should be arranged in the shelter area so as to enable them to assume a “**Duck and Cover**” position on command given by the teacher in charge.
4. Move students to the most protected areas in the room.
5. Have students face away from windows and keep their backs toward windows.
6. Close all doors and windows. If possible, cover windows by lowering blinds, closing slots, drawing curtains, or pulling shades.
7. Turn off gas, lights, power equipment, and appliances. All personnel must remain in the shelter area until further instructions are received from official sources.

2.4.4 Earthquake Drill

An **Earthquake** drill is held to provide maximum protection in case of earthquake or other emergency where the risk of flying or falling debris is present. No advance warning or signal normally will be given. In practice drills, teachers should supervise students and be alert to the position of each student during the entire drill.

Signal: The signal for the drill is the following PA announcement:

“Your attention please. As you are aware, we are experiencing some seismic activity. For everyone’s protection, all students should follow **“Drop, Cover and Hold On”** procedures, which mean you should be in a protected position under a table or desk, away from windows and anything that could fall and hurt you. Hold this position until the shake stops or given further instructions.”

Procedure:

1. Drop to knees facing away from windows.
2. Get under desks or tables where possible and hold on until the shaking stops.
3. Fold body onto floor with arms close to knees.
4. Place head as far as is possible between knees; cover crown of the head with hands.
5. Stay in this position for 10 seconds.
6. Teachers will direct students to return to seats.

After an earthquake, students will evacuate using the evacuation routes practiced during the fire drill. The students are gathered in the Assembly Area and line up in the designated space.

If an earthquake occurs during non-classroom hours i.e., lunch, recess, passing periods, all persons will proceed to the Assembly Area and line up in the designated space.