

EMERGENCY RESPONSE GENERAL DRILL PROCEDURES

FIRE DRILL

1. Evacuate your classroom upon hearing fire bell. . (DO NOT LOCK DOORS)
2. Proceed in quiet single file to the basketball courts.
3. Locate your classroom number.
4. Students are to line up single file.
5. Take roll. Have students sit down and wait for further instructions.
6. After all have been accounted for, an all clear bell will ring.
7. Administrative team will dismiss classes one at a time.
8. Classes will walk back to the rooms in single file.

EARTHQUAKE DRILL

1. All call announced.
2. Duck and cover under desks
3. Stay put quietly until the all clear signal has been given.
4. Evacuate building as in fire drill. (DO NOT LOCK DOORS)

LOCKDOWN DRILL

1. Instruct students to sit quietly on the floor. (Away from windows and doors)
2. Teacher locks the door, turns off lights, and close blinds if the room has windows.
3. Be quiet and in place until the all clear signal has been given.
4. If a real lockdown principal will communicate to staff via e-mail.

PE teachers will:

1. If near or in the locker room, have all students sit on the floor of the locker room and wait for further instructions.
2. If in the student center, students will be instructed to go to the teacher's lounge or room 6 where they will follow the same directions.
3. If students are outside on the field or courts, teachers will direct students to lie flat where they are with their arms/hands covering their heads.