

# North Shore 10<sup>th</sup> Grade Center

## Emergency Drills Procedures

### 2022-2023

**Tornado / Severe Weather:** For this procedure, all classrooms with exterior windows are to be evacuated and classes are to report to their designated interior classrooms. Upstairs classes are to report to designated areas downstairs. At that time, students are to put their heads down and cover their heads to protect against any falling debris. Students are to remain in that position until the “ALL CLEAR” is given. (See Tornado Drill Room Movement Doc)

**Hold:** When you hear the command “Hold” we must clear all hallways and remain in our classrooms until the “all clear” is announced. Teachers must close and lock your doors, account for all of your students and, continue with business as usual in the classroom.

**FIRE / Evacuation:** On the sound of the alarm, teachers grab their roll sheet and red/green card and escort their classes out their designated route at least 100 feet from the building. Classrooms should be locked with lights off upon leaving the rooms. AP’s escort hallway group out away from the building and teachers raise either their green card (everyone accounted for) or red card (not everyone accounted for). Once the notice for all green has been received by Mr. Esparza and the alarm has been silenced, Mr. Esparza will give the all clear via radio and a PA announcement will be made for teachers to escort their classes back into the building through the same entry/exit point and return to class.

**Reverse Evacuation:** In this procedure, AP’s and teachers will escort the students back into the building and into their classrooms as quickly as possible as part of our semi-annual reverse evacuation drill. This is a simulation where there is an immediate outdoor threat to the students. When the all-clear is given for the fire drill and teachers are instructed to escort their classes back into the building, we will begin timing this procedure. All students should be ushered in quickly and brought back to their classrooms. No students should be out of their classroom until the all-clear has been given for the reverse evacuation (no restrooms, etc.).

**Shelter/Tornado:** This procedure is used during chemical releases, fires or other environmental

Hazards outside of campus. This means all external windows and doors are locked and the air conditioning system is shut down. NO ONE is allowed to enter or leave a building that has activated SHELTER procedures. This means parents WILL NOT be able to pick up children from school. It is safer to keep the students inside the building rather than expose them to possible harm by allowing them to leave the building. Once the "ALL CLEAR" is given, students, teachers and other employees will return to their regular activities. If you are near a school that is sheltering in place, you should also shelter in place.

**SECURE (formerly Lockout):** In the event that there is a danger outside the school building, a SECURE announcement will be made over the P.A. system by Mr. Bryant. At that time, all teachers are to continue normal classroom activity, however, no one is allowed inside or outside of the building until the SECURE order is lifted. Any outdoor classes must come inside and remain there until the SECURE order is lifted. All administrators and designated personnel will check that all exterior doors are closed and locked. Office paraprofessional staff will tape up designated posters on all main entrance/exit point windows informing those outside, of the drill. The drill will conclude once Mr. Bryant has made the "ALL CLEAR" announcement on the P.A. system.

**LOCKDOWN!** This is the most serious of all of our drills. Mr. Bryant announces on the P.A. system that the building is in lockdown. This means that there is an immediate danger inside the building. All teachers are to stop teaching immediately, close and lock their doors, turn off their lights, fully close the sliding whiteboard across the classroom window, and remove students from the line-of-sight as best as possible. Students are to remain quiet and not draw attention to themselves. No one should be on their cell phones. There **will not be an all clear** until all doors are checked by drill facilitators and the doors are secure. Please remember that an "ALL CLEAR" P.A. announcement **WILL NOT** be made. All administrators must physically tell each room that the LOCKDOWN drill is over and they can return to normal operations. Teachers please remain in lockdown mode until an administrator or first responder gives you the all clear.