

“Three in One” Drill Script

(Recommended to be exercised monthly, however, certain months can focus on specific drills as needed.)

Over the Intercom:

**“Students, staff and visitors this is Mrs./Ms./Mr. _____.
In 60 seconds we will conduct a Lockdown, Drop & Cover, Evacuation Drill. This is only a drill.”**

(Repeat every 15 seconds)

“Students, staff and visitors, in 45...30...15 seconds we will conduct a Lockdown, Drop & Cover, Evacuation Drill. This is only a drill.”

(At 60 seconds say)

“Students, staff and visitors lockdown now, turn off lights, close blinds. Call 911 if you can and assume a drop & cover position by dropping to your knees and taking cover under a table or desk. Protect your head with your arms and with your backs toward windows. Be silent and stand by for approximately the next 5-10 minutes. Drop & cover are appropriate actions to take in case of a lockdown or earthquake. This is only a drill.”

(Deploy law enforcement, fire dept. and Red Cross observers to check doors...Direct a 911/District Office call to notify of drill. Simultaneously announce the following...)

“Students, staff and visitors, we are currently conducting a Lockdown, Drop & Cover, Evacuation drill for the next 5-10 minutes. Please remain silent. This is only a drill.”

(Repeat once every minute until all doors are checked)

(If more time is needed to check doors say) **“Students, staff and visitors we are currently conducting a Lockdown, Drop & Cover, Evacuation drill. Please stand by.”**

(Once all doors have been checked by law enforcement and fire dept. say...)

“Students, staff and visitors in a real lockdown do not open your doors and evacuate until law enforcement opens the door and releases you”.

“We will now practice for a fire. Upon hearing the fire alarm please evacuate to your assembly area”.

(Evacuate everyone to the assembly area. Complete student, staff and visitor accountability. Deploy response teams. Return to class)

Special Note: *Only lock doors that provide access to students, staff and visitors. Do not jeopardize staff by directing them to lock doors that do not provide access to students, staff and visitors such as exterior closets, utility rooms or empty rest rooms.*

After Action Reporting/Corrective Action Plan

It is recommended that drills be followed by a debriefing to discuss:

1. What went well?
2. What can be done differently? (Next steps for continuous improvement)
3. Date of next collaborative drill with law enforcement and fire department.

Post-Drill Message to Students and Staff

(To be announced at end of the day or first thing the next morning)

“Students and staff this is Ms. Mrs. or Mr. _____. I want to commend you for (something they did well) during the drill. Next time we will need to (something that needs to be done differently). **If a real lockdown is announced when you are not in class, find a room you can lock yourselves and others into such as the _____, _____, or _____. Turn off lights and close the blinds. Call 911 if you can and assume a drop & cover position and remain silent. Do not open the door until law enforcement opens the door and releases you. P.E. teachers if you and your students are close to a room, get in and lockdown. If you are far from the closest room evacuate to the off campus assembly area, take cover and call 911 if you can.”**

Finally, you will always be informed of an upcoming drill one day in advance or on the day of the drill. If you are ever directed to lockdown and no prior drill notification was given you must assume the lockdown is real.

Thank you

Post-Drill Message to Parents

“Parents this is a 60 second message from Ms. Mrs. or Mr. at _____ School. Today our school conducted an emergency drill as part of our effort to keep students and staff safe and prepared. If this had been a real emergency requiring reunification of students and parents the reunification process on or off campus would require the following:

1. Students will only be released to parents or individuals listed on a student’s emergency card.
2. Parents or individuals listed on the student’s emergency card that are not recognized by school staff will be required to show picture identification.
3. After proper identification, parents or individuals listed on the student’s emergency card will be required to sign out their student(s).
4. Next destination of student(s) will be requested in case the other parent and/or guardian arrives later to sign out the student(s).
5. Thank you”

Post-Drill Message to Parents

(Spanish)

Estimados Padres y Madres,
Esto es un mensaje de ___ segundos de la escuela _____. Hoy fue dirigido un entrenamiento de emergencia como parte de nuestros esfuerzos para promover la seguridad de nuestros alumnos y empleados. Si esto hubiera sido una emergencia real el procedimiento de reunificación entre alumnos y sus familias en la escuela o en otro sitio alternativo requiere lo siguiente:

1. Alumnos solamente seran liberados a personas indicadas en su tarjeta de emergencia.
2. Individuos que no son reconocidos por empleados de la escuela necesitan mostrar indentificacion fotografico.
3. Se requiere la firma de la persona recogiendo el alumno.
4. Se les va pedir su proximo destino en caso de que otra persona venga a recoger el alumno y no se pueda comunicar con la primera persona.

Muchas Gracias