

Sample School Safety Drill Procedures

Evacuation Drills	<p>WHEN THE ANNOUNCEMENT IS MADE:</p> <ol style="list-style-type: none">1. Grab the emergency backpack on the way out of your room.2. Take the closest and safest way out as posted.3. Do not stop for student/staff belongings.4. Go to the designated area and wait for instructions.5. Check for injuries.6. Take attendance. Hold up "GREEN" card if all are present. Report missing students to command post by holding up "RED" card. A runner will be sent to you.7. If you have any other questions or problems, hold up your "RED" card.
Reverse Evacuation Drills	<p>WHEN THE ANNOUNCEMENT IS MADE:</p> <ol style="list-style-type: none">1. Move students/staff inside as quickly as possible.2. Report to homeroom.3. Take attendance. Use voice mail to report missing students.4. Wait for further instructions.
Lockdown Drills	<p>WHEN THE ANNOUNCEMENT IS MADE:</p> <ol style="list-style-type: none">1. Students should report to the nearest classroom.2. Close all windows, lock your doors, and do not leave for any reason.3. Cover all room and door windows.4. Stay away from all doors and windows, and move students to interior walls and drop.5. Shut off lights.6. BE QUIET!7. Wait for further instructions.
Shelter-in-Place Drills	<p>WHEN THE ANNOUNCEMENT IS MADE:</p> <ol style="list-style-type: none">1. Clear students from the halls immediately. Students should report to assigned classrooms.2. Close and tape all windows and doors, and seal the gap between the bottom of the door and the floor.3. Take attendance. Use voice mail to report missing students.4. Do not allow anyone to leave the classroom. Allow emergency bathroom use only, using the buddy system.5. Stay away from all doors and windows.6. Permit classroom use of telephones in emergencies only.7. Wait for further instructions.
Drop, Cover, and Hold Drills	<p>WHEN THE COMMAND "DROP" IS GIVEN:</p> <p>DROP: Take cover under a nearby desk or table, and face away from the window.</p> <p>COVER your eyes by leaning your face against your arms.</p> <p>HOLD on to the table or desk legs.</p>