

A rectangular sign with rounded corners, featuring a yellow background and a red border. The text "Emergency Drill" is written in bold, black, sans-serif font, centered on the sign.

Emergency Drill

DATE:

RESULTS

MESSAGE:

Earthquake Drill



Teachers

1. Explain the process to students during in class.
2. When the rumblings begin
 - A. Students and FACULTY will drop to their knees and bend to a kneeling position with their head on their knees and cover the back of the head and neck with their hands. Individuals should make every attempt to put their heads underneath tables or desks to avoid injury from falling objects. In addition, everyone should move as far away from windows as possible.
 - B. Students are to hold this position until the teacher (or another responsible) adult tells them it is SAFE to get up.
 - C. Move students to outside of the building.
3. Teacher remains with students until directions are given to you on how to proceed.

Students

1. Follow your teacher's instructions.
2. If you in the bathroom or in other areas **not** immediately supervised by an adult follow the following directions:
 - a. Drop to your knees and bend to a kneeling position with your head on your knees and cover the back of your head and neck with your hands. Make every attempt to put your head underneath tables or desks to avoid injury from falling objects. In addition, everyone should move as far away from windows as possible.
 - b. Hold this position you hear an adult give you directions that it is SAFE to get up and leave the area
 - c. Follow your teacher's directions.
3. Remain with your teacher until directions are given to you on how to proceed.

Esperanza Elementary School

Lockdown (Intruder in the Building) Protocol

Announcement

We are in a lockdown situation; please secure your students and your room.

Upon hearing the announcement, do the following:

Teachers	Students
Close and lock the classroom doors and windows and close the blinds.	Remain in classroom
Move students to area least visible to doors and away from windows.	Stay quiet
Account for each student in class.	If not in a classroom, go immediately to computer lab or faculty room, whichever is closest.
Turn off lights and cover glass windows on doors, if possible.	Follow all directions from your teacher or responsible adult.
Stay in place until an ALL-CLEAR message is received from Administrator. In some cases UNIFORMED officers will help evacuate the building. Always follow their orders.	Write down any relevant observations and report to law enforcement after the lockdown.
Do not answer the phone or knocks on door. <u>Those who need to come in will have a key.</u>	Report anything suspicious to teacher or other responsible adult.

Principal		Assistant Principal		Secretaries	
Call 9-1-1 Work with law enforcement & safety team.	<u>Monitor all cameras</u>	Secure Administrative Offices	Keep in touch with Principal and monitor the building.	Report to Library (one secretary only) and secure it. Take the names of students reporting there. Once secretary report to faculty lounge.	Secure office. Lock doors.

Teachers, report missing students to person escorting your students to safe location.

ALL DOORS ARE EXPECTED TO REMAIN OPEN & LOCKED- under normal conditions

Fire Drill

Date & Time

Secretary will make sure that all classified staff, volunteers, and guests are safe & accounted for.
Principal- Heads command post under all

Teachers

- 4. Explain the process to students.
- 5. The alarm is pulled:
 - A. Take your students to the area identified on the map.
 - B. Take your roll with you.
 - C. Call roll and account for all students in designated area.
 - D. Wait outside until you are directed by administrator. ONLY THE ADMINISTRATOR ON DUTY has been designated to officially declare the building safe.

PLEASE LINE UP OUTSIDE IN ORDER- SEE MAP FOR INSTRUCTIONS.

Students:

- 4. Follow your teacher’s instructions to the designated meeting area.
- 5. If you are in the bathroom or in other areas, meet at the designated area.
- 6. Remain with your teacher until the building is cleared.
- 7. Follow your teacher’s instructions to return to your classroom.

Results

Alarmed pulled:

All Students accounted for:

Building swept:

Students returned to class:

Items to address:

- 1. _____
- 2. _____.
- 3. Door open in room # _____

Administrator Date