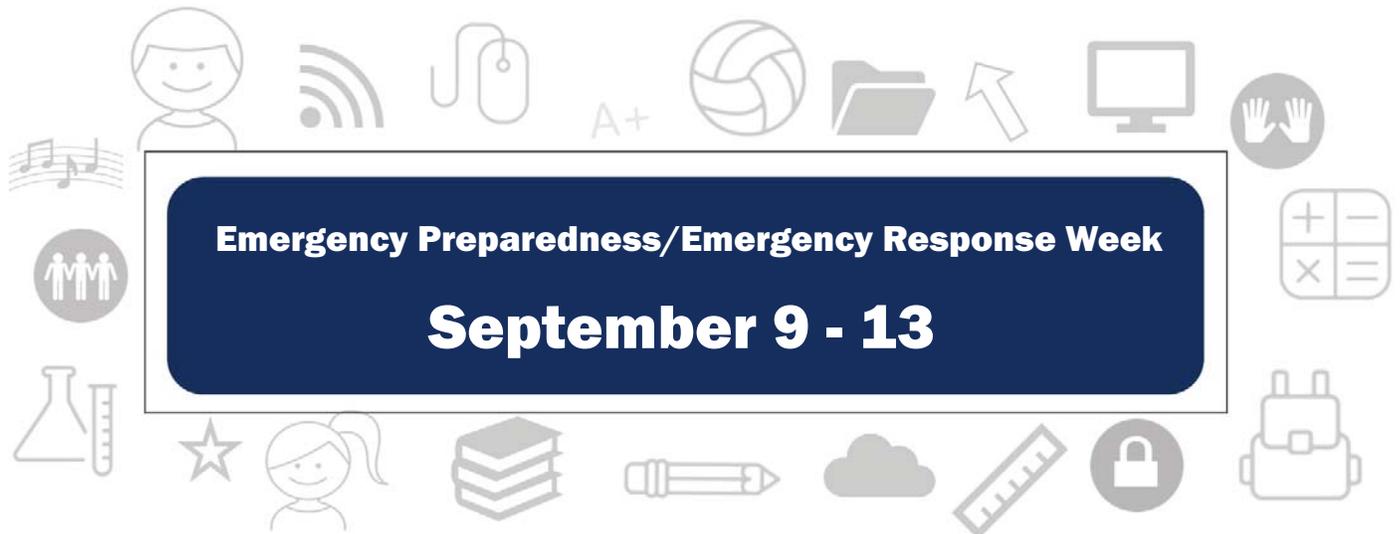




# Safety Drill Schedule 2019-2020

<b>AUG</b> Evacuation Drill	<b>SEP</b> Evacuation Drill	<b>OCT</b> Lockdown Drill	<b>NOV</b> Evacuation Drill	<b>DEC</b> Lockout Drill
<b>JAN</b> Evacuation Drill	<b>FEB</b> Lockdown Drill	<b>MAR</b> Evacuation Drill	<b>APR</b> Earthquake Drill	<b>MAY</b> Evacuation Drill

In August and January - drills must be done in the first two weeks of the month.



**Emergency Preparedness/Emergency Response Week**  
**September 9 - 13**

### Potential Activities

- Review of Standard Response Protocols.
- Review of SafeUT and See Something/Say Something.
- Daily Safety Announcement.
- Highlight HOPE Squads and other school intervention programs.

### Implementation of Training

### Staff and Students

- School directors will send the training drill to their principals on the 30th of the month prior to the drill.
- Principals will hold a faculty meeting and read the training drill that was sent by the school directors.
- Teachers will then talk to their students using the training drill for students handout. Teachers need to relay information age appropriate for the elementary students.

# Standard Response Protocol

## Evacuation

### Staff Procedures

An evacuation is used to move students and staff out of a building in a safe and efficient manner. Evaluation routes need to focus on avoiding areas where an active threat or hazard exists. Staff should try to avoid evacuation routes where emergency responders are trying to assist victims.



## Evacuation Procedure:

- Teachers take class rolls
- Students leave your stuff and have nothing in your hands
- Teachers lead your students to your assigned evacuation point
- Use the rolls and account for all students (identify any missing)

### **School safety is everyone's responsibility!**

To accomplish this students and teachers need to work together to identify, report, and keep our schools safe. Teachers and administrators accomplish this through several simple actions.

●  
**Be observant** - Is there something out of the ordinary?

●  
**Report it** - If it looks out of the ordinary.....Report IT!



# Standard Response Protocol

## Evacuation

### Student Procedures

An evacuation is used to move students and staff out of a building in a safe and efficient manner. Evaluation routes need to focus on avoiding areas where an active threat or hazard exists. Staff should try to avoid evacuation routes where emergency responders are trying to assist victims.



## Evacuation Procedure:

- Leave all of your stuff behind
- Form a line
- Empty hands
- Follow your teacher out of the building
- Follow all teacher instructions DO NOT ARGUE
- Report anything suspicious to your teacher

### School safety is everyone's responsibility!

To accomplish this students and teachers need to work together to identify, report, and keep our schools safe.

This is accomplished through three primary actions.

# 1

**See Something**- Is it out of the ordinary?

# 2

**Say Something**- Report what you see to a teacher or administrator.

# 3

**Send It**- Submit a tip to the Safe UT App with your phone.



Davis School District



**SafeUT CrisisLine**  
Send a Tip

24/7 Crisis Line  
<https://safeut.med.utah.edu>

# Standard Response Protocol

## Lockdown Staff Procedures

A lockdown means students and teachers clear the hallways, lock down their rooms, turn out the lights, move out of sight and maintain silence. They remain silent until first responders clear hallways and unlock each door. Parents and visitors inside the building follow these lockdown procedures as well.



A lockdown is called when there is a threat or hazard inside the school building. In an actual lockdown, the school would contact 911 and local police and other emergency agencies would gather at the school to coordinate the response. The situation is then under the command of the lead police agency.

## Lockdown Procedure:

- **Locks, lights and out of sight** (Lock all interior doors to the school, turn off the lights, and get out of sight). This is our standard response when notified of a lockdown.
- Administration or main office should call 911 to notify them of the lockdown.
- Call security (801) 492-7680. Administration or the main office needs to notify security that the school is in lockdown to initiate District protocols.
- **Run, Hide, Fight.** This would be used in an active killing situation.

## Lockdown Drills

One day prior to a lockdown drill, an email, using the District template, should be sent through SchoolMessenger to all parents at your school. Just copy and paste the text and insert your school name and the principal's name. The lockdown drill email template is found on the District website. Go to departments, risk management, lockout/lockdown drill template.

All drills will be announced as drills.



# Standard Response Protocol

## Lockdown

### Student Procedures

A lockdown means students and teachers clear the hallways, lock down their rooms, turn out the lights, move out of sight and maintain silence. They remain silent until first responders clear hallways and unlock each door. Parents and visitors inside the building follow these lockdown procedures as well.



A lockdown is called when there is a threat or hazard inside the school building. In an actual lockdown, the school would contact 911 and local police and other emergency agencies would gather at the school to coordinate the response. The situation is then under the command of the lead police agency.

## Lockdown Procedure:

- Get out of sight
- Maintain silence.....BE QUIET
- Prepare to defend yourselves

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# Standard Response Protocol

## Lockout

### Staff Procedures

A lockout means all doors are locked and no one is let in or out of the building. School continues as normal.

A lockout is called when there is a threat or hazard outside the school building or somewhere in the neighborhood. Typically, law enforcement or another emergency agency asks the school to go into a lockout.



## Lockout Procedure:

- Lock all exterior doors to the school to keep threat out of the school.
- Call 911 to notify that your school is in a lockout (Do not call 911 if lockout was initiated by the police department).
- Administrators call security 801-402-7680 and notify them that the school is in lockout. Security will notify District administrators.
- Monitor doors.
- Work with District personnel and police until the problem is resolved.

## Lockout Drills

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# Standard Response Protocol

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### Lockout Procedure:

- Go back inside the school
- Return to class or go to the office
- Report anything suspicious

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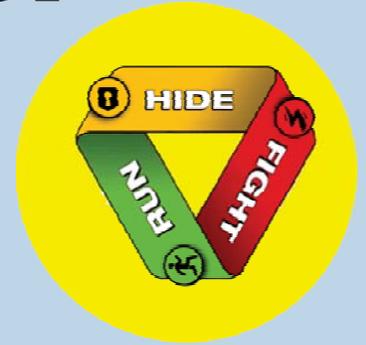
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# Standard Response Protocol

## Active Shooter Procedures

An active shooter is an individual who is actively killing or trying to kill people.

There are three primary actions you can take to protect yourself in the event of an active shooter.



### RUN

- Look around and identify potential escape routes
- Flee immediately if a safe path exists
- Leave everything and encourage others to leave with you
- Call 911 when you are safe

### HIDE

- Hide where the shooter cannot see you
- Lock or barricade doors when you are hidden
- Be Quiet- Turn Off Everything! (silence protects you)

### FIGHT

- Fight for your life as a last resort
- Use anything as a weapon against the attacker
- Believe that you Will Win

# 1

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