

Month	Drill	Instructions
September	ALICE Tabletop	Staff Tabletop Use district provided scenarios. Enter data into Rapid Responder.
September	Fire/Evacuation	Fire Code requires this take place within the first 10 days of school. Verify building's Rapid Responder Personnel is updated & accurate, building evacuation map accurate & posted, use Easy Alert to begin/end drill. Ensure all staff know their roles in evacuation.
October	District-Wide Earthquake Drill – Great ShakeOut, Emergency Radio Test	Great ShakeOut will be held nationally on October 20, 2022 at 10:20 AM. Emergency Radio Drill for administrators accompanies this drop-cover-hold drill. Drop-Cover-Hold Selfie Contest.
November	ALICE Lockdown/Listening Drill	<b>SECONDARY:</b> Utilize ALICE principles & district guidance. <b>ELEMENTARY:</b> Listening Drill to practice ALICE techniques.
December	Fire/Evacuation	Use fire alarm. Ensure all staff practice their roles and have backup knowledge to support other roles.
January	Emergency Supply Drill	Inventory emergency supplies in classrooms, offices, and emergency supply storage. Document contents in each location and upload information to Rapid Responder. Note supply needs, & need for training with use of supplies.
February	Lockout (formerly Modified Lockdown)	Announce drill. Use provided materials to practice and discuss the purpose of a modified lockdown vs. full lockdown.
March	Fire/Evacuation	Use fire alarm. Ensure all staff practice their roles.
April	Shelter-In-Place (SIP)	Ensure building utility maps are accurate. Discussion of SIP procedures with staff & students, engage Custodial staff in roles & procedures, check that SIP resources are available and in good condition.
May	Reunification Drill	Reunification tabletop with students & staff. Discussion of why reunification would occur and how LWSD Reunification Plan will operate should the need arise. Non-teaching staff will practice their roles in reunification.
June	Fire/Evacuation	Use fire alarm. Ensure all staff practice their roles.
July	Fire/Evacuation	Must be performed by all summer school programs. Remember that most students & staff will not be familiar with the building. Ensure resources are available. Use fire alarm.

See [LWSD Portal > Risk & Safety Services > Emergency Management > Resources](#) and/or [School Safety Teams site](#) for resources.



Risk & Safety  
Services Portal

**Drill Support Contacts:** Contact us for support, observations, feedback, and resources.

- **Cat Robinson** – [carobinson@lwsd.org](mailto:carobinson@lwsd.org) – Teams – 425.936.1142 – fire/evacuation, supplies, shelter-in-place, earthquake, reunification
- **Sheila Kembel** – [skembel@lwsd.org](mailto:skembel@lwsd.org) – Teams – 425.936.1159 – ALICE, lockdown, modified lockdown

<p><b>ALICE Lockdown Drill</b> – Violent intruder drill using ALICE principles. Suggested that not all classrooms use the same principle. EX: Some could lockdown, while others evacuate.</p>	<p><b>Easy Alert</b> – Site-specific emergency alert used district wide. Used to alert District Incident Response Team of incidents and drills.</p>	<p><b>Listening Drill</b> – Used in elementary schools. Teachers give specific directions to students to follow, no matter how silly or unexpected. It is much like the game, Simon Says. Elementary schools are encouraged to incorporate multiple Listening Drills into their yearly schedule.</p>
<p><b>Building Safety Committee</b> – All buildings must maintain an active Safety Committee that meets monthly to discuss building safety concerns. Drill performance, issues, successes, and revisions should be discussed at Safety Team meetings to address safety concerns and improve performance.</p>	<p><b>ECC</b> – Emergency Coordination Center. The ECC includes <b>District</b> personnel as Leads in Communications, Medical, Safety &amp; Security, Transportation, etc. to support buildings in incident response.</p>	<p><b>Lockout Drill (Modified Lockdown)</b> – For external threats. All exterior doors are secured, signs placed in front door/windows. Staff and students may remain in classrooms and perform normal operations.</p>
<p><b>District-Wide</b> – All schools and support facilities must participate on the day and the time of the scheduled drill.</p>	<p><b>Emergency Radio Drill</b> – The LWSD Emergency Coordination Center (ECC) will follow the protocol for emergency radio contact with each school building. <b>Emergency Supply Drill</b> – Increase familiarity with room and building emergency supplies. Coordinate with PTSA E-Prep for your building. Inventory supplies in Rapid Responder.</p>	<p><b>Rapid Responder</b> – Data system used to record monthly drills, record essential response personnel, inventory emergency supplies, etc. A drill not recorded is a drill that didn't happen. <u>All drills must be recorded monthly in Rapid Responder.</u></p>
<p><b>Drill</b> – Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills.</p>	<p><b>Essential Personnel</b> - In the event of an emergency, some facilities on campus require designated personnel to ensure continued essential operations.</p>	<p><b>Shelter-In-Place Drill</b> – Intended to prevent/limit contaminated air from entering building &amp; keep staff &amp; students safe indoors. Review/practice procedures for shutting down HVAC systems and sealing of operable outside windows and doors with plastic and duct tape. Review procedures with staff &amp; students.</p>
<p><b>Earthquake Drill</b> – All staff and students perform Drop, Cover, and Hold. Building evacuation optional, if not evacuating staff should discuss this step with students and colleagues – when &amp; when not to evacuate.</p>	<p><b>Evacuation/Fire Drill</b> – Complete evacuation of the building utilizing the fire alarm system. Record attendance, identify issues, time event.</p>	<p><b>Special Needs/Social Emotional</b> – Drills should incorporate planning and accommodations for students with special needs and social/emotional needs.</p>
	<p><b>Incident</b> – An occurrence, natural or human-caused, that requires a response to protect life or property.</p>	<p><b>Tabletop Exercise</b> – Review emergency procedures and discuss plans in a meeting setting. District will provide scenario and directions.</p>