

# Monthly After School Emergency Drill Requirements:

## Alternate each month:

First month... Evacuation

Next month... Either Reverse Evacuation – Lockdown – Shelter In Place

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Next month... Evacuation

ETC.

- Each school site will be responsible for keeping an ACHIEVE drill log.
  - Keep this with your GO-Bags.
- Always leave the building with your Go-Bags and Emergency Contacts File



## **Evacuation**

### **(Fire – Unsafe Building - Smoke – Gas Leak – Spraying Pipes)**

A school evacuation occurs when everyone needs to leave the school

While a practice drill typically only lasts a few minutes, a true emergency may necessitate staying outside for a long period or moving to a new location. When creating your drill plan, include

- predetermined gathering sites
- communication plans for emergency personnel and parents
- reunification procedures.

If moving students to a predetermined off-campus location is included in your plan, consider how you will handle transportation to and from the site.

## **Reverse Evacuation**

### **(Sudden Weather -You Were Lured Outside - Stranger Approaches)**

Reverse evacuation drills are critical for two reasons. The first is as a complement to evacuation drills. Once everyone is out of the school, you need to get them back in. Second, if students are engaged in an outside activity—such as recess, an athletic program, or changing classes between buildings—a reverse evacuation allows you to bring everyone back into the building quickly in the event of an external threat. Think through how you would communicate a reverse evacuation and what you must put in place to ensure it happens quickly and efficiently.

## **Lockdown**

### **(Intruder is trying to enter or has entered)**

This drill prepares students in the event of an intruder on campus. An announcement that the campus is going on lockdown signifies the beginning of this event. Those in the building can remain where they are, such as in a classroom or the gym and cafeteria, as long as these areas have been determined to be safe and securable. Another option is to have everyone meet in a preordained place on campus that can be easily secured, as long as facilities, logistics, and staffing allow.

Lockdown is a sheltering technique used to limit exposure of occupants within a facility to an imminent hazard or threat outside. When “locking down,” building occupants shelter inside a room to prevent access from the outside intruder.

Lockdown may be instructed during situations such as the presence of a hostile or armed intruder on a campus. A lockdown requires locking doors and windows and barricading or blocking entry to a facility, classroom, or office. The purpose of lockdown is to create a secure physical location where a threat may be physically prevented from entering spaces before and during law enforcement activity.

You should find an interior room, and lock all doors and windows. If possible, avoid locking down in rooms with glass windows or panes, as they are easily penetrable. In addition to locking, fortify entranceways with heavy items such as furniture.

In a lockdown, avoid creating indicators that the intruder may see or hear to detect people. Turn off lights, silence phones, and close blinds. Turn off other items that may cause noise, such as TVs, radios, or Web browsers.

Await further instructions, and do not leave until an “all clear” is given from authorities.

## **Shelter in Place**

### **(Severe Weather – Outside Chemical Spill)**

This is used when students, faculty, and staff must remain where they are when the event begins. In this drill, they should practice ways to secure their surroundings.

Shelter in place” means to take immediate shelter where you are within a facility or structure to provide protection.

Certain situations—such as a weather emergency, environmental hazard (chemical release, air pollution), or local emergency (nearby police activity)—require sheltering in place. A multitude of hazards can require sheltering in place, but in general, shelter in place is appropriate when conditions outside are unsafe and a higher degree of protection is available inside.

When it is necessary to shelter in place, you seek cover in the nearest building. With time permitting, a shelter-in-place situation entails closing and locking all doors and windows and turning off heating, cooling, and ventilation systems.

It is recommended to find an interior room or hallway, and stay away from exterior windows. Lobbies, walkways, atriums, and other large glassed-in areas are not

recommended as safe refuge. Additionally, stay away from large, open areas with a long roof span. Large storage closets, utility rooms, pantries, break rooms, conference rooms, and other rooms without exterior windows may work well as shelter areas.

During a shelter-in-place alert, no one is to leave the area until an “all clear” is given from authorities.



