

# North Shore 10th Grade Center

## Emergency Drills Procedures

**Tornado / Severe Weather:** For this procedure, all classrooms with exterior windows are to be evacuated and classes are to report to their designated interior classrooms. Classes upstairs are to report to designated areas downstairs. At that time, students are to put their heads down and cover their heads to protect against any falling debris. Students are to remain in that position until the “ALL CLEAR” is given. (See Tornado Drill Room Movement Doc)

**Hold:** When you hear the command “Hold” we must clear all hallways and remain in our classrooms until the “all clear” is announced. Teachers must close and lock your doors, account for all your students and continue with business as usual in the classroom.

**FIRE / Evacuation:** On the sound of the alarm, teachers grab their roll sheet and red/green card and escort their classes out their designated route at least 100 feet from the building. Classrooms should be locked with lights off upon leaving the rooms. APs escort hallway groups out away from the building and teachers raise either their green card (everyone accounted for) or red card (not everyone accounted for). Once the notice for all green has been received by Mrs. Harris and the alarm has been silenced, Mrs. Harris will give the all clear via radio and a PA announcement will be made for teachers to escort their classes back into the building through the same entry/exit point and return to class.

**Reverse Evacuation:** In this procedure, APs and teachers will escort the students back into the building and into their classrooms as quickly as possible as part of our semi-annual reverse evacuation drill. This is a simulation where there is an immediate outdoor threat to the students. When the all-clear is given for the fire drill and teachers are instructed to escort their classes back into the building, we will begin timing this procedure. All students should be ushered in quickly and brought back to their classrooms. No students should be out of their classroom until the all-clear has been given for the reverse evacuation (no restrooms, etc.).

