

Emergency Drills Training for Students

We are mandated by the state fire marshal to have 9 emergency drills during the course of the school year. In order to minimize the disruptions, better prepare the students for potential emergencies, and reassure students and parents that safety is a top priority, we have developed the following plan.

During the second week of September, all teachers will conduct emergency drills each class/study hall hour of the school day. Drills should be conducted in three areas: weather emergency, lockdown, and fire. The drills should be coordinated within the department/pod to minimize disruptions to other classes. After completing the drills, note the date, time, and the amount of time required for each class to leave the building and arrive at their designated site for the fire drill. Submit the form to your principal by the third Tuesday in September.

1. Weather emergency--*tell students* what to do in the event of a tornado warning, explaining how they will get to their designated area and the procedures to follow once there. (weather section of Emergency Response Guidelines)
2. Lockdown--*tell students* what to do in the event of a lockdown (lockdown procedures in Emergency Response Guidelines). Reassure them regarding our concern for their safety. Let them know that if they are out of the room on a pass they will either be escorted back to class or to a safe area by personnel assigned to common areas.
3. Fire drill--*take students* to your designated area outside of the building after explaining the procedures for fire drills.

Name:

Room number:

Emergency Fire Drills

Hour	Date	Time	Evacuation time
1			
2			
3			
4			
5			
6			
7			

Return to principal by the third Tuesday in September.