



Fire Drills

- A. Evacuate the building at the sound of the fire alarm or when instructed by the alarm or by an administrator. Be sure to collect all students, emergency preparedness supplies and
- B. your emergency handbook materials prior to evacuation.
- C. Follow designated evacuation routes to designated line-up areas. (Students face the building for attendance)
- D. **In the event your normal evacuation route is blocked or too dangerous, escort your students to your assigned gathering site by the safest and quickest route.** After assembling at your assigned location (see attached map), account for all students.
- E. Signal to indicate that your class has successfully evacuated or that you have a problem or missing student(s) using standard building procedure.
- F. Await instruction before reentering the building.

Earthquake Drill

- A. Instruct students to **drop, cover and hold** under desks and tables or line up with faces against the wall away from windows or other glass.
- B. Students and staff should remain in the covered position after shaking stops until instructions are given via alarm or intercom.
- C. Administrators will assess the situation and provide further instructions.
- D. Do not automatically evacuate the building. Hazards may exist on your evacuation route and/or outside the building.
- E. ***Evacuate the building only if instructed to do so by administration or emergency personnel or if there is an obvious and immediate danger in your present position.***
- F. ***If*** evacuation is ordered or required, follow evacuation procedures (see fire procedures)
- G. ***If*** a student is unable to evacuate due to injury or other complication, mark the door with red tape to signal need and proceed with evacuation.



Shelter-in-Place Drill

- A. A Shelter-in-Place announcement will be made over the intercom (e.g., “This is a Shelter-in-Place. Remain inside the building until further notice.”). This may be used for hazardous materials outside the building, severe weather, or other environmental dangers.
- B. Gather all students from hallways and common areas into your classroom as quickly and safely as possible.
- C. Close and lock classroom doors.
- D. Seal doors and windows if directed (e.g., with tape, towels, or paper if available).
- E. Shut and latch windows. Turn off fans, heaters, and air conditioners if possible.
- F. Keep students away from windows and exterior doors.
- G. Maintain calm and keep students engaged in quiet activity while awaiting further instructions.
- H. Do not allow anyone to leave the classroom until an “all clear” is given by administration or emergency personnel.
- I. If a student requires medical assistance during the shelter-in-place, notify the office via intercom, phone, or designated emergency signal.
- J. Take attendance and be prepared to report missing or additional students as requested.
- K. Remain sheltered until an official announcement is made ending the drill or emergency.

Lockdown Drill

- A. “This is a lock-down” voiced repeatedly over the intercom - or other - will signal that the building is to be locked down.
- B. Gather students from nearby common areas into your room as time and safety allows
- C. Shut and lock all doors into the room.
 - a. ***If*** forced entry is a concern, barricade doors if possible
- D. Shut, lock and cover windows - close blinds and/or curtains if possible
- E. Direct students to sit low (on the floor) away from doors and windows- out of sight
- F. Quiet students and provide reassurance
- G. Do not use phone or intercom unless you have a medical emergency to report
- H. ***If*** the fire alarm sounds when a lockdown is in effect- DO NOT EVACUATE. Only evacuate if a threat of fire or smoke is imminent.
- I. ***If*** injury or loss of life is imminent due to an intruder or other threat inside the room—
 - a. First attempt to evacuate via an alternate door or window
 - b. *If escape is not possible* staff and students should fight back against an intruder by throwing objects or other appropriate action
- J. Wait for announcement over the intercom that the lock-down has ended
- K. Wait for additional instructions before releasing students after a lock down. It may be necessary to take attendance and make a list of additional students in the room.



Lockdown Drill (Modified for Recess & Lunch)

Announcement:

"This is a lockdown" voiced repeatedly over the intercom or via alternate communication (radios, whistles, or prearranged signal for outdoor staff) will signal that the school is to be locked down.

Classroom Procedures

- A. Gather students from nearby common areas into your room as time and safety allow.
- B. Shut and lock all doors into the room.
- C. If forced entry is a concern, barricade doors if possible.
- D. Shut, lock, and cover windows
- E. Direct students to sit low (on the floor) away from doors and windows, out of sight.
- F. Quiet students and provide reassurance.
- G. Do not use phone or intercom unless you have a medical emergency to report.
- H. **If the fire alarm sounds during a lockdown, do not evacuate unless fire or smoke is imminent.**
- I. If injury or loss of life is imminent due to an intruder or threat inside the room:
 - a. First attempt to evacuate via an alternate door or window.
 - b. If escape is not possible, staff and students should fight back against an intruder by throwing objects or taking other appropriate action.
- J. Wait for an announcement that the lockdown has ended.
- K. Do not release students until additional instructions are provided. Take attendance, including students gathered in your room during the drill.

Cafeteria Procedures (Lunch Period)

- L. Supervising staff immediately secure cafeteria doors if possible.
- M. Students seated near doors or windows should move quickly to the safest interior location.
- N. Students and staff should sit low, stay quiet, and remain out of sight.
- O. If evacuation is safer than remaining in the cafeteria, follow designated evacuation routes to nearby classrooms or safe zones.

Recess / Outdoor Procedures

- P. Outdoor supervisors give the prearranged signal (whistle blast, radio call, or hand signal) upon hearing/receiving the lockdown alert.
- Q. **If near the building:**
 - a. Students and staff move quickly inside to the nearest secure classroom or cafeteria.
 - b. Do not return to classrooms if unsafe, enter the closest secured space.
- R. **If unable to safely return indoors:**
 - a. Staff lead students to designated off-campus rally points or safe zones (Parish Center Room 240).



- b. Students and staff should remain low, stay quiet, and hidden until further notice.

End of Lockdown

- S. Lockdown will only end with an official announcement from administration or law enforcement.
- T. Teachers will receive additional instructions before releasing students.
- U. Attendance should be taken and reconciled with office records.



Lockdown Drill – Church Setting

Announcement:

- A. The phrase *“This is a lockdown”* will be announced and repeated by Lead Teachers or Administrator.
- B. Teachers and staff immediately initiate lockdown procedures.

Steps for Students & Staff in Church

- C. **Stay Calm & Quiet**
 - a. Teacher or supervising adult quickly and calmly instructs students: *“Lockdown. Follow me. Stay quiet.”*
 - b. Silence phones and devices.
- D. **Move Away from Doors & Windows**
 - a. Students move quickly to hide behind their pews and crouch low **or transfer any designated secure interior space** within the church.
 - b. If no room is accessible, gather students in the least visible area of the pews (preferably the choir area or far corners).
- E. **Lock & Secure**
 - a. Secure interior doors if available.
 - b. If doors cannot be locked, barricade with available furniture (pews, chairs, altar furniture, etc.).
- F. **Lights & Visibility**
 - a. Turn off lights if accessible.
 - b. Ensure all students are out of sight from doors and windows.
 - c. Have students crouch low, stay still, and remain silent.
- G. **Accountability**
 - a. Teacher takes a quick silent head count.
 - b. Quietly note if any students are missing or if others joined the group.
- H. **Remain in Lockdown**
 - a. Stay in place until the *“All Clear”* is given by administration or law enforcement.
 - b. Do **not** open doors for anyone until the official all-clear is communicated.

Special Notes for Church Setting

- I. **If Mass is in progress:** Priest and staff assist in guiding students and parishioners to the safest areas.
- J. **If candles/incense are in use:** Blow out candles to reduce fire risk during movement/barricade.
- K. **If outside movement is safer:** Use nearest exit only if escape is the best option and safe to do so (run, hide, fight principle).
- L. Go to designated classrooms for additional lockdown and teacher takes another headcount.
- M. Wait for further instructions from administration or law enforcement.