

EMERGENCY DRILLS	<p>The following drills are to be completed once a semester except for Evacuation. Evacuation drills are to be completed once a month.</p> <ul style="list-style-type: none">○ Evacuate○ Lockdown○ Hold○ Shelter○ Lockout
FREQUENCY	<p>Evacuation drills are required monthly. All other drills are required to be completed once a semester. Consider combining drills when possible.</p>
DRILL SUMMARY REPORTS	<p>Evacuation drills shall be submitted online upon completion of the drill each month. All drills are to be submitted online and a record of each drill, time and date shall be maintained at the campus level.</p>
EVACUATE	<p>Action schools will take to quickly move students and staff to safer locations outside the building when a fire or other event requires that they leave the building. The primary objective of an evacuation is to quickly ensure all school staff, students, and visitors can quickly move away from the threat.</p>
LOCKDOWN	<p>Action schools will take to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students, and visitors are secured away from immediate danger.</p>
HOLD	<p>Action schools will take to have all students remain in the classroom until an “all clear” is announced. Business as usual can be conducted within the classroom with the door(s) secured.</p>
SHELTER	<p>Action schools will take when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard). In the case of weather they may move to a location away from windows and glass.</p>
LOCKOUT	<p>Action schools will take to quickly move students and staff who are outdoors at school when an incident-natural or human caused, poses a potential threat. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are moved indoors and away from immediate danger. Often used in combination with a Lockdown, Shelter and Hold drills.</p>