

This will be a running dock for safety reviews for T-Bird classes. I will provide this periodically when we need to clarify or review safety protocols with students.

**It will contain a date for the day you will review and 2 parts.*

**In BLUE is a brief summary of the safety scenario (mostly to remind you and provide context).*

**In RED is the component that you will review with your students.*

Safety Review for 9/24/2024:

(Lockdown Notes and Evacuation Notes from September)

Lock Down Scenario Notes:

We ran a lockdown procedure in between classes.

The Challenges:

- A. It is hard to hear during passing period. Students need to listen to teachers who will verbally be queuing them into safe areas. Students should also pay attention to whats going on around them to react appropriately.
- B. Students are not already in a classroom. They need to get into any nearby safe location as quickly as possible.

Please explain and review the following to students:

The worst thing that happened:

During the lockdown procedure, some students tried to hurry to their next class to lockdown (this was mostly a challenge for 6th graders) rather than get safely into the nearest classroom.

- 1. During a lockdown your number 1 goal is to...
 - a. **Get into the nearest safe location, ideally with a lockable door. QUICKLY!!!**
 - i. **If you can't do that, get away from the potential danger, RUN!**
 - b. Once in a safe room, get low, on the door side of the room.
 - c. Maintain silence. Do NOT open the door for anyone.
 - d. Do not yell, scream, push or shove. Take the procedure seriously and do your best. Everyone's safety depends on each other's best efforts!
 - e. If you have any specific information for when students are with you or in your area, explain this to them at this time.

Evacuation Scenario Notes:

We ran an evacuation procedure in between classes.

The Challenges:

- C. It is hard to hear during passing periods. Students need to listen to teachers and pay attention to what's going on around them to react appropriately.
- D. Students are not already in a classroom. They need to evacuate on their own.
- E. They need to know where their T-bird teacher is going to be.

Please explain and review the following to students:

The worst thing that happened:

During the evacuation, some students tried to go to their T-bird classes before exiting the building (this was mostly an issue with 6th grade)

The other worst thing:

We had a mopy, depressing and unacceptable exit from the building and to the field.

2. During an evacuation, your number one goal is to...
 - a. **exit the building safely and QUICKLY. Please reiterate the importance of walking fast.**
 - i. **Head to the field quickly and follow the directions of any staff members who are with you.**
 - b. For evacuations during common times (lunch, passing periods, assemblies...) students will find their T-Bird teacher on the field.
 - c. The T-Bird teacher is always in the same spot on the field so students only need to remember where that teacher will be. Please review your field location with your students.
 - d. If there is anything else specific to your situation, please share it with students at this time.

*One note for staff is that several of you left your classroom doors open during the evacuation. Although they do not necessarily be locked, they do need to be shut. The shutting creates a barrier in the potential case of a fire.