

COMBINED DRILL ONE-PAGER

Essential Purpose of these drills is to practice and be prepared for any threat.

Outcomes: Know why we practice; Know what to do; Know why attendance and class location communication are important. Be prepared.

	Lockdown Drill - #1	Earthquake Drill - #2	Shelter-In-Place Drill - #3
Alerts	PA System Announcement	PA System Announcement	PA System Announcement
Purposes	<p>A lockdown takes place in case</p> <ul style="list-style-type: none"> • An intruder is on campus; OR • An active threat is taking place (student, groups, intruder). 	<p>PROCEDURES <u>Inside the Building</u></p> <ul style="list-style-type: none"> → Drop, cover and hold on; → Get under the table and hold on to the legs of the table; → DO NOT evacuate buildings unless exits and egress paths are safe. If evacuation is necessary, follow Fire evacuation routes. <p><u>OUTSIDE THE BUILDING</u></p> <ul style="list-style-type: none"> → Move away from the buildings, lights & wires. → Stay in open areas and DROP, COVER & HOLD ON until the shaking stops. 	<p>PURPOSE: We stay in doors and shelter-in-place to</p> <ul style="list-style-type: none"> • prevent exposure to hazardous materials; or • Stay safe in severe weather.
Procedure	<ol style="list-style-type: none"> 1. Staff gather students in the class; 2. Lock all doors & close windows; 3. Barricade doors - DO NOT OPEN THE DOOR UNTIL THE "ALL CLEAR" IS GIVEN. 4. Turn off lights; 5. Keep students quiet, away from windows & doors; 6. Check that all cell phones remain off. 		<ul style="list-style-type: none"> ★ Lock all doors & close windows; ★ Cell phones are turned off; ★ Remain indoors until "all clear" is given.
Communication Procedure	<p>Teachers Reply <u>ALL</u> to an office or admin generated email on <i>KMS All Staff</i>:</p> <p>If in class, base attendance off of the period's roster and type the following: In ____ (i.e. A1, D1, E1, etc.): "All Present" or list the absent student's names. OR If not a regular class time, state: In ____ (i.e., A1, D1, E1, etc) and Type all the names (first and last) of those present in your room, including all adults.</p> <p><u>Substitutes call the office @ (808) 3113-6400</u></p> <p>PE Teachers radio the office</p>	<p>Because this is a combined drill, you do not need to communicate again.</p> <p><i>The PA system will be used to start the next drill.</i></p>	<p>Because this is a combined drill, you do not need to communicate again.</p>
End Signal	<p>"All Clear" will be given via email - <u>see next drill alert</u></p>	<p>PA System ends this drill.</p>	<p>PA System Announcement</p>

