



Jefferson City Public Schools

# *SAFETY & CRISIS EMERGENCY DRILLS*

## **EARTHQUAKE DRILLS**

A diagram of escape route **MUST** be posted in each classroom and meeting room.

### **INSTRUCTIONS:**

1. Prepare for drill. Discuss school earthquake risks associated with the New Madrid fault line and procedures as needed to prepare for and conduct successful drills. (Students should not be aware of the time of school earthquake drills in advance.) Drills ran 1x per semester.
2. Duties upon announcing a school earthquake drill:

### **ALL (Immediately):**

- Drop to floor to prevent falls.
- Cover your head, neck and chest.
- Hold on to something sturdy.
- Remain calm and quiet, listening for further instructions.
- Do not delay. Prepare to adjust posture, take additional measures or evacuate.

### **TEACHERS**

- All teachers should take/keep their grade books / class rolls with them.
- Teachers must account for each student present, even those who may have left the room before the alarm sounded. Report any unaccounted for student.
- Ensure all windows and doors are closed and locked if possible.
- Keep the class together and wait quietly until the all-clear signal is given.
- Discuss the drill with students for feedback and reproof.

### **ADMINISTRATORS AND STAFF**

- Coordinate with all local emergency responders prior to the drill.
- Activate school Crisis Response Team.
- Ensure participation is complete before ending the drill.
- Custodians report to the utility controls. (In the actual event, be prepared to turn off power, gas and water, as needed.)
- Ensure plans and drills; address students with special needs.
- Monitor the drill and document results.



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# *SAFETY & CRISIS EMERGENCY DRILLS*

## **FIRE DRILLS**

A diagram of escape route **MUST** be posted in each classroom and meeting room.

### **INSTRUCTIONS:**

1. Fire safety and preplanned escape routes are discussed with and presented by faculty, staff and students. Seven (7) fire drills will be conducted during the school year. (Students should not be aware of the exact time of all fire drills in advance.)
2. Duties upon sounding of the fire alarm or issuing the evacuation order:

### **ALL:**

- Remain calm and quiet, listening for further instructions.
- Line-up quickly and orderly.
- Do not delay. Take protective clothing only if readily available.
- Touch-test interior classroom doors before opening them.
- Do not run. Prepare to crawl if room or hallways are filled with smoke.
- Evacuate along escape route and gather at a predetermined or specified location.

### **TEACHERS:**

- All teachers should take/keep their grade books / class rolls and crisis manuals with them.
- Teachers must account for each student present, even those who may have left the room before the alarm sounded. Report any unaccounted for student.
- Ensure all windows and doors are closed.
- Ensure any laboratory burners and/or appliances are turned off.
- Keep the class together and wait quietly until the all-clear signal is given.
- Walk back to the classroom when it is declared safe to do so.
- Discuss the drill with students for feedback and reproof.

### **ADMINISTRATORS AND STAFF:**

- Coordinate with local fire departments prior to the drill.
- Activate school Crisis Response Team.
- Ensure each room is clear before leaving the building and ending the drill.
- Custodians report to the utility controls. Turn off main power during actual fire.
- Ensure plans and drills address students with special needs.
- Monitor the drill and document results.



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## *SAFETY & CRISIS EMERGENCY DRILLS*

### **“LOCKOUT” SECURE STATUS DRILL**

Safety in our schools is and always will be utmost priority to JCPS and local law enforcement. Safety is taken very seriously, policies and procedures are standards across the district. JCPS has collaborated with local first responders to ensure the most effective response in case of emergency at any of our buildings. Due to the sensitivity of secure status/lockdown drill information, specific drill procedures are not shared with the public. Drill will be conducted 1x per quarter during the school year.

#### **Purpose:**

To provide protection to faculty, staff, students and visitors at Jefferson City Public Schools in situations involving an active shooter, dangerous intruders, or other incidents that may result in harm to persons inside or outside the school building(s). A secure status/lockdown will be initiated when it is safer to remain in a secured building than to be outdoors.

#### **Secure Status (Lockout) vs. Lockdown:**

Secure Status is a procedure which prevents unauthorized persons from entering the school and is commonly used when the threat is general or the incident is occurring off of the school property. This procedure allows school activities to continue as normal during the outside disruption. Secure status also provides the opportunity to move quickly to an official lockdown, if the need arises.

Lockdown is a procedure used when there is an immediate threat to the school such as in the case of a school intruder. Lockdown minimizes access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorized person such as a building administrator or a Police Officer.



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# *SAFETY & CRISIS EMERGENCY DRILLS*

## **TORNADO DRILL**

A diagram of escape route must be posted in each classroom and meeting room.

### **INSTRUCTIONS:**

1. Tornado safety and pre-planned escape routes are discussed with and presented by faculty, staff and students. One (1) tornado drill per semester will be conducted. (Students should not be aware of the exact time of tornado drills in advance.)
2. Duties upon sounding of a tornado siren or issuing a verbal tornado warning:  
  
Use a public address intercom system or have designated volunteers alert staff from room-to-room, floor-to-floor. If the school's alarm system relies on electricity, a compressed air horn or megaphone can sound the alert in case of power failure.

### **ALL:**

Remain calm and quiet, listening for further instructions.

Line-up quickly and orderly.

Do not delay.

Do not run.

Immediately evacuate any portable classrooms, exterior classrooms and offices, auditoriums and gymnasiums and proceed to relatively safe interior hallway locations typically on the lowest floor level possible.

- Each school is constructed differently. The idea of moving to a hallway may be adjusted if the hallway has large windows and plate glass walls exposed to the elements. Some multi-story buildings may not afford enough time to direct all students to lower floors or the space on the lowest floor may be insufficient to hold everyone. Ultimately, the school administrators need to evaluate the time (usually 2 to 3 minutes), space and coordination needed to direct all students and staff into safe areas in the most efficient manner. Schools with designated shelters or "Safe Rooms" should utilize them to the maximum extent possible. Safe areas should be clearly marked.



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**TORNADO DRILL (cont.)**

**TEACHERS:**

Crouch as low as possible to the floor; face downward; cover head with hands.

All teachers should take/keep their grade books / class rolls and crisis manuals with them.

Keep the class together and wait quietly until the all clear signal is given.

Walk back to the classroom when it is declared safe to do so and discuss the drill with students for feedback and reproof.

**ADMINISTRATION AND STAFF:**

Coordinate with local fire departments and county EMA officials prior to the drill.

Activate school Crisis Response Team

Ensure each room is clear before sounding all clear.

Ensure plans and drills; address students with special needs.

Monitor the drill and document results.