

East Leroy Elementary 2018-2019 Emergency Drill Schedule

Type of Drill	Date	Time	Sequence
Fire Drill	9/17/2018	9:05 AM	1 of 5
Fire Drill	9/26/2018	2:00 PM	2 of 5
Tornado Drill	10/10/2018	10:05 AM	1 of 2
Fire Drill (during lunch)	10/22/2018	1:20 PM	3 of 5
Lockdown (inside threat)	11/6/2018	9:05 AM	1 of 3
Lockdown (outside threat)	11/28/2018	1:45 PM	2 of 3
Lockdown (inside threat)	2/5/2018	9:05 AM	3 of 3
Tornado Drill	3/11/2018	2:30 PM	2 of 2
Fire Drill	4/23/2018	9:05 AM	4 of 5
Fire Drill	5/7/2018	2:30 PM	5 of 5

Drill Type: Fire Drill

Drill Date/Time:

People Involved/Role:

Marvin Taylor (Principal)- Walk through building/Check doors/Check Bathrooms/Time Exit/
When outside, check with teachers to make sure students are accounted for/Dismiss

Grade Level Teachers- Turn off classroom lights/Shut classroom doors and windows/Lead
class outside to designated areas/Take attendance/Management of students while outside/Lead
class back inside when dismissed

Specials Teachers- Turn off classroom lights/Shut classroom doors and windows/Lead class
outside to designated areas/Take attendance/Management of students while outside/Lead class
back inside when dismissed

IF NOT ASSIGNED TO A CLASSROOM DURING DRILL- Exit building and assist classroom
teachers with student management outside.

Parapros- Exit with assigned classroom. IF NOT ASSIGNED TO A CLASSROOM DURING
DRILL- Exit building and assist classroom teachers with student management outside.

School Liaison Officer- Oversee drill/Look for safety issues/Discuss observations after drill
with principals/suggest any changes that need to be made.

Secretaries- Exit building with student emergency contact records.

To All Parents:

Thank you for choosing Athens Area Schools to provide educational services to your child. We are proud to be able to serve you and your children and we will continually strive to provide a safe learning environment for them.

The safety of your child and all children in our schools as well as the safety of the school staff and support personnel is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures.

We will be conducting various drills throughout the school year. This letter is to help you understand the importance of this as well as to understand each type of drill.

The students and staff of your school will be practicing 3 primary emergency drills each year. They are "FIRE DRILLS"; "LOCKDOWN DRILLS"; and "TORNADO DRILLS". Each type of drill is explained below.

FIRE DRILLS

The school will conduct a "fire drill" five times throughout the school year. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

LOCKDOWN DRILLS

The school will conduct three "Lockdown Drills" throughout the school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "lockdown drill" all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the authorities authorize such a release.

TORNADO DRILLS

"Tornado" drills will be conducted 2 times throughout the school year. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or a tornado.

Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work.

Sincerely,

Marvin O. Taylor, Principal, East Leroy Elementary School