

PROCEDURE: TORNADO DRILL

WHEN ALARM SOUNDS:

* SILENTLY proceed to the hallway.
* Students to get in Safety Position:
  + Sit cross-legged, facing wall.
  + Tuck head down and cover head with hands.
  + No Talking.
* Teachers will take head count, take their own safety position and then hold up their Green/Red Cards to signal that all students have been accounted for.
* This is a timed drill.
* Please remain silent until you’ve received the all-clear. When announced, students and staff may return to class.

STAFF NOTES:

* Please review Evacuation Map, located in each classroom, with students. Ensure their understanding and clarify any questions.
* Silence is imperative for receiving clear instructions: NO TALKING.
* Impress upon the students that it is everyone’s duty to be aware of School Safe Places.
* In the case of a real tornado, the school will be alerted by an outdoor signal from local enforcement emergency systems. Administrator will activate interior alarm to notify students & staff.