

Working or visiting a school? Staff and students are prepared to take appropriate action during various emergencies including fire, tornado, or threat of violence. While working or visiting in a school you are required to take the same action(s) during training drills or an actual event.

During a fire emergency or drill the fire alarm will sound throughout the building. All staff, students, visitors, and contractors will evacuate the building and meet outside. Await further instruction by a school administrator

During a lockdown event or drill an announcement will be made for all staff, students, visitors and contractors to go into "Lockdown". Enter the nearest vacant room and once the hallways are empty lock the door. Do not leave the room until a credible person (An administrator or designate) informs you that the danger has passed and advises you on how to safely exit the school.

During a tornado or tornado drill school administrators will direct staff, students, visitors and contractors to move to the safest location(s) in the building. The safest locations in a school include:

1. Basement
2. Interior hallway on lowest level
3. Away from windows
4. In a small room, (bathroom), surrounded by load-bearing walls
5. In a room without small objects that may serve as projectiles



**Tornado safe position
facing the wall.**