

School Safety Drill Procedures for Families

Lockdown

- In case of a lockdown, you will hear the call to “lockdown.” This may come through the overhead announcement system, through a pager, a bullhorn device, silent flashing alarm or verbally through a staff member.
- All students will be secured in the classrooms or evacuated depending on the situation. Students in hallways or bathrooms will be ushered to the nearest classroom or safe area by staff. Parents and any other adults in the building must enter the nearest open classroom and remain there until the lockdown is over or evacuate depending on the situation. If a classroom is not available, please seek the nearest safe area.
- Teachers and support staff will lock the classroom or safe area doors. Everyone in the classroom or safe area is to remain in a designated area of the room in complete silence. Everyone must congregate to the designated corner of the room (so as not to be seen through the windows by an intruder). No one is allowed to leave the lockdown or safe area for any reason. This includes speaking to parents who may be outside of the lockdown area.
- Staff members also will not be able to open doors for anyone.
- Parents or guests who are locked out of the building cannot be allowed in the building. If this happens, please assess the outside situation and proceed to the nearest safe area, using your best judgment.
- Everyone will remain in the lockdown position until an “all-clear” is given by administration or law enforcement.

Fire Drill

- All students and adults will file out of the building in silence and in an orderly fashion. Staff members are aware of which exits to use and parents/other adults should follow their lead. Bathrooms and hallways are checked by support staff. All persons remain in their designated fire drill areas located outside of the building until an “all-clear” is given by administration or law enforcement.

Tornado Drill

- All students and adults will enter the 4-6 hallway, face the interior walls, and crouch down covering their heads in silence. The foyer door will be closed. All adults in the

building will follow the same procedure until an “all-clear” is given by administration or law enforcement.

Parents and visitors to the school building are expected to follow the exact instructions as the students.

Huron Academy staff members have been extensively trained in drill procedures and are well-versed in these procedures.

PARENTS AND VISITORS – Please respect and adhere to the instructions of the staff. This is for your own safety and the safety of our students and staff members.