

# Gilchrist County School District Safety Drills Protocol

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The following drill protocol is reviewed annually by the Gilchrist County School District's Administrative Team in conjunction with local law enforcement and emergency management staff.



2021-22 School Year

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# Active Shooter/ Intruder (& Hostage) Drill

Created on August 8, 2018 - Reviewed with emergency personnel on \_\_\_\_\_.

According to SB 7026, active shooter and hostage situation emergency drills are to be completed for all students and faculty at all public schools of the district comprised of grades K-12. Drills for active shooter and hostage situations shall be conducted at least as often as other emergency drills.

## Monthly Scheduled Active Shooter/Intruder (&Hostage) Drill



**Doors should always remain locked during the school day. The most you should have to do in an emergency is shut the door, not find your keys.**

1. Schedule Drill / Notify (the day of the drill)
  - Announce to teachers only (to be covered in training not to inform students)

2. Notify over the PA that a drill is starting
  - Announce that we are about to conduct an Active Shooter Drill
  - Announce "There is an intruder on campus in/at \_\_\_\_\_")  
Example: ... in the cafeteria, in building 14, at the AG Shop).

**DRILL:** Gather your students together and tell them this drill has been designed for us to be aware of the tools we have in our toolbox to use in the event that an intruder is on campus.

3. Teachers/Staff should **GAIN INTELLIGENCE** (determine what you know)

**DRILL:** Talk with students about how we will all need to listen and see if we can determine where the intruder is on campus. We can listen for announcements on the PA, we can listen for the Wave Security System notification, and we can listen to what is happening in our building. (Elementary- share what they may see and hear not as much about them figuring out the location of the intruder).

4. **RUN** if you can.

**DRILL:** Tell students that if you can determine that the intruder is not close to your location, you will be directing the students to follow you out of the room toward safety.

Also, talk about all of the ways there are in your room to get out if needed (windows, secondary doors, etc.)

5. **HIDE**

- Distinguish what you have in your classroom that is cover
- Distinguish what you have in your classroom that is concealment
- Check your room to ensure the best places to HIDE are not occupied with book shelves, etc.
- REMEMBER- keep your student's away from areas most likely for the intruder to cause harm (across the room from the main door or across from windows from the outside).

**DRILL:** If it is believed that the intruder's location is too close to your location to **RUN**, then you will have a discussion about where the best place in the classroom would be to **HIDE**. Practice with the students on moving to the location that would be the safest if you have to HIDE.

Older Students: Talk about what items you have in the classroom that you could use to barricade the door in the event that you have time to do so before you **HIDE**.

Share with your students that you would remain in your **HIDE** location until an officer shows you their badge.

6. The last option is **FIGHT**

- Know what you have in your classroom to use if you fight
- Examples: stapler, book, golf club, baseball bat, 3 hole punch, etc.

**DRILL:** Share with students that you may have to find objects in the room to protect your students from harm and for them to stay hidden.

**After the drill is completed:**

Monitor your students for their reaction to the drill. Notify guidance and/or administration if you feel any students may need to be seen to talk through the experience or to have parents notified.

Report to administration and concerns or need for additional training/clarification.

***This drill was designed in consultation with appropriate public safety agencies.  
The drill should be modified to be developmentally appropriate to meet the needs of all GCSD students.***



# Bus Evacuation Drill

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Created on August 8, 2018 - Reviewed on \_\_\_\_\_.

**In the weeks before the drill**

**Prepare**

- Elementary and Secondary Staff should meet to coordinate a date to conduct this coordinated drill.
- Designate the school site that will be used to conduct the drill
- Notify Transportation & all bus drivers involved of the date of the drill
- Gather needed supplies to conduct the drill
  - Make adequate copies of the Bus Evacuation Drill Report.
  - Plan for how time will be recorded (stop watch, cell phone).

**The Day of the Drill**

**All administrators will meet at the designated school prior to the arrival of the first bus.**

- Administrators should put themselves into groups of (2) per bus evacuation drill.
- Once bus arrives, collect the following information from the driver
  - Bus#
  - Route #
  - Capacity
  - # of students on the bus
  - Method being used to unload (check all that apply)
- Announce when the drill is to begin (begin timing drill)
- Record the stop time (minutes & seconds) once the evacuation is complete on the Bus Evacuation Report
- Repeat this process until all buses have participated in the Bus Evacuation Drill.

**After the Drill is completed**

- Have the driver & school administrator sign-off on the Bus Evacuation Report.
- Note any relevant information on the back of the Report that needs to be reviewed by Director of Operations.



# Fire Drill Protocol

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Created on August 8, 2018 - Reviewed with emergency management on \_\_\_\_\_.

## **MONTHLY SCHEDULED FIRE DRILL PROTOCOL**

1. Schedule Drill/Notify (the day of the drill) – Daytime
  - Announce to teachers only (to be covered in training not to inform students)
2. Notify over PA that a drill is starting
3. Pull the alarm
4. Teachers evacuate with students – follow fire evacuation route
  - Designated personnel check buildings to ensure they are clear
  - Establish & Enact on Back-up plan if someone is out
    - Designated Non-instructional personnel assist to check:
      - Restrooms
      - Closets
      - Strobes & sound working
      - Contact with front desk with radio and/or cell phone
  - Designated Front Desk Personnel (1) person – Records “All Clear” and notes on campus map
    - Keep a copy at school
5. Record Data from drill
  - Report:
    - Send to Director of Operations
    - Send to School Safety Specialist
6. All Clear (Administration or Designee)

## **PULLED ALARM and NOT A SCHEDULED DRILL**

**If a fire alarm is pulled or goes out and it is not a scheduled drill- Shelter in Place (do not evacuate).**

1. Shelter in Place
  - Close All Doors (teachers and staff)
  - DO NOT Evacuate (teachers and staff)
    - Silence Alarm & Announce (administration)
  - Announce (administration or designee):
    - “Everyone Shelter in Place”
    - “We are Checking the Alarm at this time”
2. Designated Personnel check buildings
3. Office Personnel-call 911 (if needed).

*This drill was designed in consultation with appropriate public safety agencies.  
The drill should be modified to be developmentally appropriate to meet the needs of all GCSD students.*



# Severe Weather (Storm/Tornado) Drill Protocol

Created on August 8, 2018 - Reviewed with Emergency Management on \_\_\_\_\_.

## Statewide Tornado Drill Timeline/Protocol - February/March of each year in coordination with the Statewide Drill

School districts, private schools, preschools and daycare centers are urged to participate in the drill. The tornado warning will be broadcast on NOAA Weather Radio and will be encoded as a weekly test for this drill.

On the morning of the drill, all participants should consider themselves under a Tornado Watch. A Watch means you should monitor the weather and be prepared to go to a safe place in the event of a Warning. At approximately 10:00 a.m. EST, the National Weather Service will issue a practice Tornado Warning. The Warning will be broadcast on NOAA Alert Radio as a weekly test message.

In real life, you must listen for the Watch and Warning messages to determine the threat to your area, and decided which protective actions to take. When in doubt, take immediate protective action! Plans may vary depending on the number of adults present, how vulnerable your location is, communications or other factors. All Floridians should use the tornado drill to develop and practice their severe weather plans. Being prepared saves lives!

- In the weeks before the drill**
  - Prepare
  - Inform staff
  - Review and refine a tornado plan (go to <http://www.spc.noaa.gov/faq/tornado/safety.html> for more information)
  
- The Day of the Drill**

**After 8:00 a.m. EST**  
**Consider a Tornado Watch to be in effect**

  - Announce watch to staff and/or students
  - Designate authority (coordinator)-administration
  - Plan to evacuate tornado vulnerable areas & consider outdoor activities
  - Use Weathers Stem to decide if student transitions should be stopped due to inclement weather.**
  
- 10:00 a.m. EST Tornado Warning**
  - Coordinator determines threat (administration)
  - Upon determination of immediate threat, give “take shelter” or “duck and cover” command (depending on space available at location)
    - Seek small, interior wall/hallway- move away from windows, doors & outside walls- stay in middle of room away from corners
    - Outdoor activities not previously moved inside should shelter in the closest building
  - Designated personnel to check on the fidelity of the “take shelter” portion of the drill & report back to front office
  
- 10:30 a.m. EST-Termination of Watch and Warning**
  - Give instructions to return to normal activities (You will not receive notification. Terminate the drill as you see fit.)
  
- After the Drill- Wrap-up**
  - Following the drill, assess and revise plan as needed. **Complete this form & send to School Safety Specialist.**

*This drill was designed in consultation with appropriate public safety agencies and should be modified as needed to meet the developmental needs of all GSCSD students.* <https://www.floridadisaster.org/dem/directors-office/external-affairs/swaw/>