

Davis School District

2022-2023

Safety Drill Schedule

August -First drill must be conducted within 10 school days from 8/22

Drill type- Evacuation

September Drill Type- Lock Down

October Drill Type-Evacuation

November Drill Type-Lock out

December Drill Type-Lock Down

January- Drill must be conducted within two weeks from return of Winter Break

Drill Type-Evacuation

February Drill Type-Lock out

March Drill Type- Evacuation

April- Drill will be in conjunction with the Great Utah Shake Out

Drill Type – Earthquake

May Drill Type- Evacuation

Emergency Preparedness /Emergency Response Week

October 17-21

Potential Activities

- Review of Standard Response Protocols
- Review of Safe UT and See Something Say Something
- Daily Safety Announcement
- Highlight HOPE Squads and other School intervention Programs

Drill Descriptions and Responsibilities

Lockdown

A lockdown means students and teachers clear the hallways, lock down their rooms, turn out the lights, move out of sight and maintain silence. They remain silent until first responders' clear hallways and unlock each door. Parents and visitors inside the building follow these lockdown procedures as well.

A lockdown is called when there is a threat or hazard inside the school building. In an actual lockdown, the school would contact 911 and local police and other emergency agencies would gather at the school to coordinate the response. The situation is then under the command of the lead police agency.

Lockdown procedure:

- Locks, lights and out of sight (Lock all interior doors to the school, turn off the lights, and get out of sight. Use all barriers available to get out of sight). This is our standard response when notified of a lockdown.
- Administration or main office should call 911 to notify them of the lockdown.
- Call security 801-402-7680. Administration or the main office needs to notify security that the school is in lockdown to initiate District protocols.
- Run, Hide, Fight. This would be used in an active killing situation.

Lockdown drills

One day prior to a lockdown drill, an email, using the district template, should be sent through School Messenger to all parents at your school. One day prior to the lockdown drill you need to notify your area director of the drill. Just copy and paste the text and insert your school name and the principal's name. The lockdown drill email template is found on the district website. Go to departments, risk management, lockout/lockdown drill template.

All drills will be announced as drills.

Lockdown Student Procedures

We conduct lockdown drills to simulate what to do **if we could not safely exit the building** (If you can safely get out of the building where the threat is, DO IT).

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A lockdown is called when there is a threat or hazard inside the school building. In an actual lockdown, the school would contact 911 and local police and other emergency agencies would gather at the school to coordinate the response. The situation is then under the command of the lead police agency until there is no longer a threat.

- Get out of sight
- Maintain silence....BE QUIET
- Prepare to defend yourselves

School safety is everyone's responsibility! To accomplish these students and teachers need to work together to identify, report and keep our schools safe. This is accomplished through three primary actions.

- See Something – Is it out of the ordinary?
- Say Something – Report what you see to a teacher or administrator
- Send It – Submit a tip to the Safe UT App with your phone

Lockout

A lockout means all doors are locked and no one is let in or out of the building. School continues as normal.

A lockout is called when there is a threat or hazard outside the school building or somewhere in the neighborhood. Typically, law enforcement or another emergency agency asks the school to go into a lockout.

Lockout procedure:

- Lock all exterior doors to the school to keep threat out of the school.
- Call 911 to notify that your school is in a lockout (do not call 911 if lockout was initiated by the police department).
- Administrators call security 801-402-7680 and notify them that the school is in lockout. Security will notify district administrators.
- All students are ushered into a classroom.
- School continues as normal behind locked exterior doors.
- Monitor doors.
- Work with District personnel and Police until the problem is resolved.

Lockout drills

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Lockout

Student Procedures

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- Go back inside the school
- Return to class or go to the office
- Report anything suspicious

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- Say Something – Report what you see to a teacher or administrator
- Send It – Submit a tip to the Safe UT App with your phone

Evacuation

An evacuation is used to move students and staff out of a building in a safe and efficient manner. Evacuation routes need to focus on avoiding areas where an active threat or hazard exists. Staff should try to avoid evacuation routes where emergency responders are trying to assist victims.

Evacuation Procedure:

- Teachers take class rolls
- Students leave your stuff and have nothing in your hands
- Teachers lead your students to your assigned evacuation point
- Use the rolls and account for all students (identify any missing)
- Report injuries

School safety is everyone's responsibility! To accomplish these students and teachers need to work together to identify, report and keep our schools safe. Teachers and administrators accomplish this through several simple actions.

- Be observant – Is there something out of the ordinary?
- Report it – If it looks out of the ordinary..... Report It!

Evacuation

Student Procedures

An evacuation is used to move students and staff out of a building in a safe and efficient manner. Evacuation routes need to focus on avoiding areas where an active threat or hazard exists. Staff should try to avoid evacuation routes where emergency responders are trying to assist victims.

- Leave all of your stuff behind
- Form a line
- Empty hands
- Follow your teacher out of the building
- Follow all teacher instructions DO NOT ARGUE
- Report anything suspicious to your teacher

School safety is everyone's responsibility! To accomplish these students and teachers need to work together to identify, report and keep our schools safe. This is accomplished through three primary actions.

- See Something – Is it out of the ordinary?
- Say Something – Report what you see to a teacher or administrator
- Send It – Submit a tip to the Safe UT App with your phone to a responsible adult