

Tornado Drill Procedures

- Tornado drills will be held at least one time per year (March).
- All tornado drills will be announced ahead of time over the PA system, using a different alarm than the fire alarm.
- Teachers will review the tornado drill posture with their students at some point before the first drill of the year, reminding them of the purpose of this posture (to protect the head and spine).
- Teachers will review the tornado drill classroom evacuation locations with all of their students, so students know where they should go during a tornado drill (see grid attached). These locations will be crowded due to the limited amount of locations available—please prepare students for this and request their wise use of space.
- When the alarm sounds, teachers will lead their classes to their assigned spots, helping their students maintain the posture required for the entire duration of the drill. Students are expected to remain silent en route to and from their assigned location and for the entire duration of the drill.
- Teachers will shut their doors and turn off their lights when they exit their rooms for the drill, just as in a fire drill.
- Teachers who have bathrooms in their rooms need be sure no children are left in there.
- Administrators and designees will sweep the halls to check the accuracy of the classroom evacuation plan. Staff members will alert this team if they encounter problems.
- Staff members and other adults without students shall vacate their locations and move themselves to the nearest safe location. This includes all teachers and aides, office staff, cafeteria workers, custodians, and visitors, with the exception of the administrators and their designees, who will sweep the building in assigned zones.
- Certain staff members may be assigned to assist certain students with special needs.
- Classes located outside of the building (PE or at recess) should enter the building upon announcement of a tornado drill. Classroom teachers, if time allows, should head back to their assigned tornado drill location. If time does not allow, they should find the closest available safe location inside the building and remain there for the duration of the drill, being sure to alert the administrator or designee of their particular situation. Teachers in trailers should bring their classes to the assigned location for their trailer.
- Teachers must make sure they have directions for substitutes in case of a tornado drill.
- An “all clear” signal from an administrator will be given to indicate when it is safe to quietly return to classrooms in an orderly fashion.
- See Regulation 8625 for more information.

Revised 3/4/11

Tornado Drill: Location of Classes 2011-2012

Building Location:	Report To:
ZONE 1:	<i>Karen [Sharon M. backup]</i>
122 – Library	down hall, between 128 and 130 (as close to 130 as possible)
119 – Bawa	inside your room, opposite door
117 – Lounge	inside your room, opposite door
115 – MP Room	inside your room, towards back wall
120 – Jenkins	inside your room, opposite door
114 – Clinic	inside your room, away from doors
100 – Office Suite	in office back hallway
233 – McCord, Nichols	turn left from 233, down stair A, down hallway, in front of Library
235 – Copeland	turn left from 235, down stair A, down hallway, in front of Library
219 – Garcia	down stair B, in front of 129
217 – Geissler	down stair B, in front of 129
213 – Roberts	down stair B, in front of 119
211 – Boxer	down stair B, in front of 128
212 – Allen	down stair B, in front of 128
210 – Hapworth	down stair B, in front of 119
208 – Phillips	down stair B, in front of 117
206 – de la Rigaudiere	down stair A, in front of 117
204 – O'Donovan	down stair A, in front of 115
202 – TBD	down stair A, in front of 115
209 – Stegman	down stair A, in front of 118
200 – Faure	down stair A, in front of 114
244 – Dubbs	down stair A, in front of 115
105 – Cafeteria	outside doorway, as close to SACC as possible
113 – Collins	on stage, away from folding wall
103 and 103 – SACC	to right of doorway, in front of 113
ZONE 2:	<i>Sharon H. [Melissa backup]</i>
134 – Anderson & Campbell	to the right of your doorway, in front of Comm Room
144 – Shernoff	to the right of your doorway
142 – Thompson	to the left of your doorway
140 – Werner	to the left of your doorway
138 – Grande	to the left of your doorway
136 – Orr	to the left of your doorway
224 – Gibney	down stair C, across from 144
222 – Euerle	down stair C, across from 142
220 – Kosaraju	down stair C, across from 142
218 – Tambor	down stair B, across from 140
216 – Queseberry	down stair B, across from 138

