

**Gilham Elementary School
Emergency and Safety Week**

Schedule of Drills 2018-19

Week of Oct. 15-19

- Teachers discuss with students the events for this week and the reasons for practicing safety procedures.
- Teachers *refer to the green pages in the 4J Emergency Procedure Manual for specific explanations* for each of the drills to take place during the week:
 - **Room Clear**-*teacher remains, students go to designated safe area (see back page)*
 - **Directed Evacuation**- *announcement to leave building*
 - **A.L.I.C.E - Directed Relocation**- *announcement to relocate within the building*

Tuesday, Oct. 16 - Room Clear Drill

- Teachers, please review with students the pages in the 4J Emergency Procedure Manual on Room Clear.
- During the day, at a time of the teacher's choosing, the Room Clear drill is to be conducted.
- Remember, both classrooms students/teachers in a pairing need to take turns practicing clearing the rooms and moving to the assigned location (on the back of this page).
- Teachers are to notify the office by e-mail when their Room Clear drill has been completed and report any problems or suggestions that should be considered.

Thursday, Oct. 18 - Directed Evacuation - Earthquake Drill/Fire Drill - 10:18 a.m.

- Teachers, please review with students the procedures for an Earthquake drill followed by a Building Evacuation for Fire Drill.
- **Earthquake Drills** - Usually precedes a fire drill. They are announced over the intercom. Students will follow earthquake procedure in 4J Procedure Manual.
- **Fire Drill** - fire alarm rings, strobes are blinking, sirens ringing. Leave building immediately. (Teachers please educate students as to what to do if they are not in with adult supervision, ie. bathroom, hallway, etc.)

Friday, Oct. 19 - A.L.I.C.E - Directed Relocation Drill (Instructions given over intercom) - 12:25 p.m.

- Teachers, please review with the students the pages in the 4J Emergency Procedure Manual on Directed Relocation