Allen Consolidated Schools will be practicing several mock evacuation drills of the building this spring. Along with lockout and lockdown drills, we would like our students to get a picture of how an evacuation event might look. We will be practicing with just our staff and students, working up to the formal drill on Thursday, April 18, involving local law enforcement. We hope we never have to actually use this procedure, but we need our students and staff to be ready for that event if it ever occurs.

Drill information:

- We MUST be in the habit of keeping our classrooms locked at all times so the door can be pulled shut quickly. Students could use empty classrooms as safe rooms in the event that they are in the hallway when a lockdown is called, but ONLY if the door is already locked and propped so that they could shut it behind them.

- Things to review with students:
  - Please review safe room locations and situations with students. (Lockable Rooms: Staff restroom, Teacher’s Lounge, Janitor’s room, Back Library room, JH locker rooms, and all empty classrooms. NOT Lockable: School restrooms.)
  - Please remind students (AND teachers) that they should walk with hands out in front – we want to tell children it is to help them if they fall.
  - Please review when and how to decide to run/flee (self-evacuate). Remind students to try to get to the Methodist church (whether they flee, or if they are caught outside!)
  - Please stress that students choose to self-evacuate and cannot reach the Methodist church, they need to try to contact a school official via email, texting, phone call with their location as soon as possible.
  - Please remind students about the need to limit cell phone usage in order to keep data usage down.
  - Please remind students about remaining calm and listening for directions from intercom or law enforcement.

Day of practice evacuation:

- After announcement, teachers will lock down their classrooms and duck and cover until their rooms are individually cleared by administration or law enforcement.
- Teachers should NOT open their doors to anyone. When cleared correctly, someone will open your door from the outside.
- Once a room is opened, the teacher and students in the room will proceed with hands to the front to the directed location (in this case, the GYM).
- Students who are NOT in the classroom at the time should try to get to SAFE ROOMS and hide. They will be cleared by either administration or law enforcement. (Lockable Rooms: Staff restroom, Teacher’s Lounge, Janitor’s room, Back Library room, and any empty classroom. NOT Lockable: School restrooms.)
- Once in the reunification site, teachers need to gather students BY GRADE.
- All clipboards have class lists for the entire school. All teachers need to be ready to step in and help gather a grade of students, regardless of which class you officially sponsor.
- Once all students and staff are accounted for, students in grades ________ will return to their classrooms to individually debrief with their teachers.
- Students in grades ________ will remain in the gym on the bleachers for debriefing.
Spring 2019 Drill Information:

Allen Consolidated Schools will be practicing several mock evacuation drills of the building this spring. Along with lockout and lockdown drills, we would like our students to get a picture of how an evacuation event might look. We will be practicing with just our staff and students in March, working up to the formal drill on Thursday, April 18, involving local law enforcement. We hope we never have to actually use this procedure, but we need our students and staff to be ready for that event if it ever occurs.

If you come to school and we are in a lockdown training situation, please don’t be alarmed, and just know that we are practicing so that we can better protect our students. With that in mind, we have some details that we need to make sure you are aware of in the event of a true emergency.

General Information:

- In the event that we would ever need to evacuate the building for any reason, our Parent Reunification Site will be the Methodist Church, 402 Summit Drive, Allen.
- Parents and relatives should not respond to the incident site (school) to allow public safety personnel time to respond.
- Parents should only respond to the reunification site (Methodist Church) after given the “all clear” to allow school and other personnel time to account for students and make sure all are safe.
- Students will be released only to approved adults at the evacuation/reunification site (Methodist Church).
- All members of the community should avoid driving anywhere within several blocks of the incident or evacuation/reunification site.
- All members of the community should try to limit cellular phone usage for the first several hours of the situation. This is to help keep cellular phone service from collapsing, as it has in a number of school crisis events. School and public safety officials may be heavily reliant on cellular service during a crisis.
- Concerned parties should not call the school, school board members, or public safety dispatch centers to get information regarding the incident or particular students and employees. Personnel at these locations will be extremely busy, and often do not have information regarding each evacuee. Inquiries severely hamper efforts to manage the crisis properly.

Again, we certainly hope we NEVER have to actually use these procedures, but if we must, we want to be as prepared and responsive as we can possibly be. Thank you!