

## Example Drill Procedures

### Evacuation Drills:

1. Take the emergency kit on the way out.
2. Take the closest and safest way out.
3. Do not stop for personal belongings.
4. Go to the designated area and wait for instructions.
5. Check for injuries.
6. Take attendance.

### Shelter-in-Place Drills:

1. Clear the hallways immediately.
2. Close and tape all windows and doors, and seal the gap between the bottom of the door and the floor (simulate).
3. Take attendance. Report missing children.
4. Do not allow anyone to leave the shelter location. Allow emergency bathroom use only, using the buddy system.
5. Stay away from all doors and windows.
6. Permit use of telephones in emergencies only.
7. Wait for further instructions.

### Drop, Cover, and Hold Drills

1. **DROP:** Take cover under a nearby desk or table, and face away from the window.
2. **COVER:** Cover your eyes by leaning your face against your arms.
3. **HOLD:** Hold on to the table or desk legs.

### Reunification Drills:

1. Notify parents in advance.
2. Set up Request and Release areas.
3. Request identification to release child.