

FIRE DRILL

Warning Signal-Continuous sounding of fire alarm.

TEACHERS:

1. Close all doors.
2. Be sure all students have left the room.
3. Bring grade book to check the roll at the parking lot. Have your students assemble around you in an orderly manner.
4. The following teachers are responsible for ensuring the evacuation of their hallway:
 - a. Mrs. Nielsen- Junior High hallway and Junior High restrooms
 - b. Mr. Norman- Junior/Senior Hallway
 - c. Mrs. Wilson - Library Hallway
 - d. Mr. Townsend - Gym, Locker Room Area, and Cafeteria
 - e. Mrs. Watson- Freshman/Sophomore Hallway and high school restrooms
 - f. Mrs. Villa - Art room Hallway
 - g. Mr. Taylor- Agriculture Building

SPECIFIC EXIT ASSIGNMENTS:

- Rooms 101-104- Exit using the West doors (by room 101), proceed to the baseball field.
- Gym- Exit using the Northwest Exit of the gym, proceed to the baseball field.
- Rooms 105-107- Exit using the North doors (by the art room), then proceed along the sidewalk to the parking lot on the East side of the building.
- Rooms 200, 210, Library, Nurses Office, - Exit using the North doors at the bus entrance. Proceed to the parking lot on the East side of the building.
- Rooms 203-204, Counselor, AG Building- Exit using the South Doors by room 203. Proceed to the parking lot on the East side of the building.
- Rooms 205-209- Exit using the East doors (by room 208). Proceed to the parking lot on the East side of the building.
- Rooms 211-215, Principal's Office- Exit East doors (by room 212). Proceed to the parking lot.
- Cafeteria, Weight Room, Faculty Workroom, Kitchen- Exit using the North Lobby Exit outside the Cafeteria. Proceed to the parking lot on the East side of the building.

The High School Principal's Secretary will call the fire department. The all clear will be given by verbal directions of the principal.

SEVERE WEATHER DRILL

Warning Signal - Series of siren warning signals.

TEACHERS:

1. Exit the classroom to the designated area.
2. Students are to sit in the hallway, facing the innermost wall, with their hands over their heads.

Severe Weather Location Destinations

- All classrooms will proceed to the Storm-Safe Facility (Locker Rooms and Weight Room) and will enter through either the Boys' Locker Room (JH Hallway) or the Girls' Locker Room (Gym).
 - Classes should utilize the locker room areas **FIRST** before filling in the Weight Room.
 - Classes from the Library, JR/SR Hallway, and Ag Department need to go through the cafeteria and gym; Classes from the FR/SO Hallway and the JH Hallway need to go through the Boys' Locker Room (JH Hallway)

SCHOOL LOCKDOWN PROCEDURES

Announcement Made via Intercom

Galena R-II Schools will implement a Preventive Lockdown procedure when there is a known threat in the vicinity of one of the school campuses but not directly on campus.

In the case of a preventive lockdown, teachers will be notified via intercom – “Prepare immediately for lockdown status – this is/is not a drill, repeat – prepare immediately for lockdown status.”

Administration and any teacher on conference will be responsible for ensuring all exterior doors are closed and locked checking hallways and restrooms and escorting students to their (or nearest) classrooms. Students are to remain in their classrooms until the all-clear signal is given.

TEACHERS:

- All classroom doors are to be closed and locked and remain locked until the all-clear signal is given via intercom.
- Teachers are to immediately report their attendance to administrative center (main office) via email. Email (laisk@galena.k12.mo.us). Send a list of students MISSING from your current class and any additional student that may have been escorted to your room to Kirby Lais in the administrative center via email.
- Students and teachers are to remain in their classrooms until the all-clear has been signaled by the administrative center via intercom. Should the lockdown occur towards the end of a class period students will remain in the previous class regardless of the ringing of the bells. Should the lockdown occur during a passing period, teachers will escort students in the immediate vicinity of their classrooms into their own rooms until the all-clear signal is given. Should this be the case – please send a email with a complete listing of students in your classroom to the administrative center (HS Office).
- Teachers are encouraged to maintain a normal routine during preventive lockdown status within their classrooms.
- During a preventive lockdown, students are not to be on their cell phones or other electronic devices as it could potentially hamper any emergency response teams and their ability to effectively communicate. Do not use the intercom system to contact the office.