

**New West Charter**  
Emergency Drills

I. Emergency drills are held so that emergencies may be anticipated and safety measures practiced in advance of possible emergencies.

Such drills include:

**A. Fire drill**

Signal: Bell for 10 seconds; pause for 5 seconds; Bell for 10 seconds-repeat sequences.  
Action: Evacuate to outside assembly area.  
All Clear: One long (10 seconds) bell or oral notification by staff that the drill is over.

**B. Earthquake drop/Cover/Hold**

Signal: Command of DROP given by teacher or staff member.  
Action: Drop to knees; take cover under desk; hold on to a leg of furniture.  
All Clear: Given by a teacher or staff member.

**C. Drop/Take Cover (Used for explosions, airplane crash, shooting incident, etc)**

Signal: Alternating long and short bells; command of DROP given by teacher or staff member.  
Action: Take immediate cover. Drop, facing away from windows or hazards. Bury face in arms to protect the head. Close eyes tightly. Remain in position until directed to evacuate or until the emergency is over.  
All Clear: One long (10 seconds) bell or oral notification by staff that the drill is over.



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**D. Lock Down**      **(Used to secure school during police action or a campus intrusion emergency, hazardous material leak)**

Signal:              One long continuous bell, intercom, word of mouth, or other system of warning developed by school.

Action:              Lock doors, close blinds, move away from windows outside, proceed to the closest room.

Remain until the emergency is over.

All Clear:            One long (10 seconds) bell or oral notification by staff that the drill is over.

II            It is essential that every teacher and every student understand the reason for the drill, the signal for the drill, and the location and position the student is to take, under the direction of the teacher. All drills should be explained to all classes, by each teacher at the beginning of the semester with frequent review.

