




Otsego Public Schools

SAFETY DRILLS AND EMERGENCY PROCEDURES

Below is the list of the required drills that schools must plan and practice throughout the school year. In addition, there are procedures listed at the bottom of what occurs during different types of lockdowns.

Type of Drill	# of drills per year	What happens during the drill?
Fire Drill 	5	<ul style="list-style-type: none">• Students are evacuated from the building• Students and staff proceed to designated assembly location• Attendance is taken to ensure all students are present• Students and staff remain in designated assembly until the “All Clear” is given.
Tornado Drill 	2	<ul style="list-style-type: none">• Students proceed immediately to designated safe shelter location in the school.• Attendance is taken to ensure all students are present.• Any injured or missing students are reported to the office.• Students will follow teachers’ instructions and could be asked to “drop and tuck” while in their prescribed location.• Students and staff remain in designated assembly until the “all clear” is given.
Lockdown Drill 	3	<ul style="list-style-type: none">• Students are gathered inside the building, if outdoors• Attendance is verified.• Students follow the directions of their teacher or principal• At least one of the lockdown drills must occur during either lunch, recess, or some other time when a significant number of students are not in their classrooms.

In the event that the District must call for a lockdown during the day due to activity in or around the school, the lockdown will be classified as followed:

Exterior Lockdown

An exterior lockdown takes place when a threat potentially exists *outside* the building (including hazardous materials release.) In this situation, all outside doors are locked, no one is allowed in or out of the building but school will proceed as normal inside.

Interior Lockdown

This is used when there is a potential threat *within* the building. Students will be directed to take shelter within the building until the threat clears.

For more information on Lockdown procedures, please go to www.otsegops.org/schoolsafety/.