

Emergency and Drill Procedures

While actual emergency situations are rare, practice drills to prepare students and staff are more common. The specific emergency procedures vary campus to campus, but here are some general guidelines to follow if a drill or emergency were to occur during your tutoring session.

Fire Drills

During a fire or drill the primary goal is for everyone to exit the building as quickly and orderly as possible. If you are with your student when a fire alarm sounds, make your way to the nearest exit and follow the closest class. Stay with your student and a nearby school staff. You do not have to meet up with your student's class as doing so may slow down your exit. Do remain close to other school staff, so your student's presence can be accounted for.

Lockdown Drills

A lockdown drill takes place to practice for a situation in which there is a danger to students in the building, like an active shooter, that requires them to stay in place rather than exit. During a drill, go with your student to the closest classroom, closet, or office. Do not return your student to their own classroom as it might not be the closest room. All doors will be locked. You remain with your student silently until an officer comes to the door to open it for you.

Remember: YOU are to follow the directions of the school staff in ALL emergency situations. For further details see & follow the directions of the school staff.

