***What Emergencies Do We Prepare For and How Do We Talk To The Students About Them?***

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| **Drill** | **What is it for?** | **How do we talk to kids about it?** | **Important information** |
| **Evacuation Drill** | Natural causes have made the building unsafe, i.e. fire drill or gas leak | This is a time all students need to exit the building to remain safe. We exit as quickly as possible. It is very important that everyone stays very quiet during an evacuation drill so directions/announcements can be heard. | * Half the school exits on 21st St. and the other half on 20th street. Principal Bender and Assistant Principal Mueller are each on one side and there are building ‘sweepers’ to ensure everyone has evacuated. There is an attendance and safety check upon exit.
* Teachers bring evacuation folders with them. These include emergency contact information, attendance sheets and assembly cards.
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| **Shelter-In** | An unsafe situation outside the building. i.e. a needs to be located within the building, dangerous weather conditions, police activity in the neighborhood | Something unsafe is happening outside the building. It may be a very large storm, or an aggressive dog, and we have been told to remain inside the building.When we can’t find a child, it is easier to locate that child when everyone stays inside the classroom. We also want o make sure he/she does not leave the building. We lock the front doors and continue business inside as usual. | * Doors are locked and everyone remains inside.
* Students continue their day as usual.
* Lunch/Recess is held inside.
* Classes/Teachers who are outside the building at the time will be alerted and have alternate locations to report to. We cannot unlock the doors to let them in.
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| **Lockdown** | There is an unsafe situation inside the building, i.e. unknown adult or other threat is inside the building | This is a time where someone we don’t know is in the building and we want to keep everyone safe until we learn more about the person. During a lockdown, we move away from the windows and stay very, very quiet. We are kind of hiding until the grown-ups find who they are looking for. Mr. Bender or Mrs. Mueller will make an announcement when we can go back to our classwork.  | * Soft-Lockdown: there is no imminent threat and pre-assigned and trained faculty members sweep the building until the threat is contained.
* Hard-Lockdown\*: ALL staff members find a safe and secure location, including safety officers. Only the NYPD can lift a hard-lockdown.

\*We do not practice hard-lockdowns. The procedure for a hard-lockdown is the same as a soft-lockdown. |