

## Engaging Faculty and Staff in Safety Drills

*“Rapid response by the school administration and staff to an emergency situation can prevent injuries, save lives and allow for a more rapid return to normal school operations.”*

Faculty and Staff can help mitigate the impact of a crisis by considering the following –

- ✓ Participate in the training, drills and debriefings -
  - Take an active role as a member of the Building Level Safety Team.
- ✓ Promote emergency preparedness as a high priority within the classroom and equal in importance to increasing academic achievement.
- ✓ Lead by example -
  - Be calm.
  - Reassuring.
  - Affirming.
- ✓ Correctly instruct students on how they are expected to respond -
  - Proper staff and student response can help with classroom management and crisis mitigation.
  - Drills are intended to train students as much as staff.
- ✓ Communicate with your students. Answer any questions regarding drills and training -
  - Why do we have these?
  - How do we know if we are safe?
  - What do we do if.....?
- ✓ Prepare your classroom/work area in advance –
  - Make sure your Questar III Classroom Emergency Guide is in place.
    - Review the protocols with staff and students throughout the year.
  - Optimize the classroom layout for safety
    - Reorganize classroom furniture.
      - Add or move partitions/bookcases for added visual protection to safe areas
    - Mark the floor to demarcate optimal safe areas
  - Plan for long duration events -
    - Consider student/staff medical needs.
    - Prepare age appropriate items for students to keep them quiet and occupied.
    - Consider restroom needs.
- ✓ Recognize the unique characteristics of the school building, school grounds, students and families.
- ✓ Understand the key components and critical activities of the four phases of emergency management—prevention/mitigation, preparedness, response, and recovery.
- ✓ Become familiar with the Incident Command System; managing any crisis or emergency should be done following the ICS principles.
- ✓ Work with and learn from community/school partners; build from their expertise and collaborative knowledge to be better prepared for emergencies.
- ✓ Provide feedback to administrators which will aid in local decision-making and plan improvements.

*“Students and staff must feel safe from intruders, violent students, or natural disasters. This sense of security is integral for supporting the school learning environment, ensuring high staff and student morale, and establishing school safety.”*