

To: Faculty
From: The Deans' Office
School Safety Drills
September 2017

Though school safety drills are a mandated and necessary part of the school experience, we fully understand their disruptive and tedious nature. To the best of our ability, we will fairly distribute the drills; each drill will potentially be assigned a different day and a different period. There will be 8 drills in the fall and 4 drills in the spring. This fulfills the state mandate.

1. Always carry your attendance roster during any kind of a drill.
2. Promptly take attendance.
3. If all students are accounted for, remain with your class until the drill is over.
4. If there are absent, missing, or found students with your class, locate the point person with the walkie-talkie, and provide the point person with the names of the students.
5. The point person at your location will communicate with the other point people to account for all students.

Point People w/walkie-talkies:

- Polo Road: Lisa Farazmand, Jennifer Andersen
- Tennis Courts: Mitch Braun
- Bus Platform: Nancy Gunning
- Arrandale Avenue: Jerry Cozine, Guidance Representative
- Main Office: Deans Booth and Mendoza
- Safe Room: Paul Koonze