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**AURORA PUBLIC SCHOOLS**

**APS Code: EBCB**

**Adopted February 1977**

**Recorded May 1998**

**Revised September 2007**

**Reviewed July 2014**

**Revised July 2017**

**Revised April 2020**

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### **EMERGENCY DRILLS**

The Superintendent of Schools shall establish procedures for emergency drills to include fire/evacuation, lockdown/secure perimeter and tornado for the school buildings in the district. The Superintendent shall also require the reporting of bomb threats to APS Security Dispatch and law enforcement.

CROSS REFS.: EBAB, Hazardous Materials

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## **SAFETY DRILLS**

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The following regulation is in accordance with the Life Safety Code, issued by the National Fire Protection Associations.

#### **I. Conduct of Drills**

- A. During the first two weeks of the school year, at least two fire drills shall be held to assure that building occupants are familiar with established school evacuation procedures.
- B. It shall be the responsibility of each school principal to conduct at least eight additional fire drills during a school year. Drills should be conducted at times when weather conditions will not endanger the health of the students.
- C. Before conducting a fire drill, the school should call APS Security Dispatch. Schools are also required to call Dispatch at the completion of the drill.
- D. The secretary or administrator conducting the drill will complete the “Online Drill Reporting Form” and print a copy for their files. The Security Department sends a copy of the online drill form to the fire department quarterly.
- E. Schools will conduct at least one Secure Perimeter drill annually. Schools will complete at least one lockdown drill annually. The lockdown drill should be conducted during the first month of school.
- F. Schools will contact APS Security Dispatch prior to conducting any drills. Schools will also notify Dispatch when the drill is over.

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### **APS Standard Response Protocol**

#### **LOCKDOWN**

##### **Active Threat inside the Building or on District Property**

- Move immediately to a secure location
- Lock and close all office/classroom doors
- Close all windows and blinds
- Turn lights and cell phones off - No talking
- Duck and cover away from doors and windows
- Ignore bells and alarms
- Wait for instructions

#### **SECURE PERIMETER**

##### **Potential Threat or Hazard is in the Surrounding Area**

- Direct all students and staff on campus to come inside
- Lock and close all interior and exterior doors
- Restrict building access to APD, AFD and APS staff
- Close all windows and blinds
- Continue with classroom activities and do not change classes
- Ignore bells and alarms
- Wait for instructions

## **SAFETY DRILLS**

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- G. For each drill held, the principal shall complete the online drill reporting form. In addition, at the time of the drill a representative from the school site will call Security Dispatch to report the drill.
- H. At least once annually and before April 15<sup>th</sup> of the year, each site shall conduct one tornado drill. It is the site's discretion if additional tornado drills are needed. For each tornado drill performed, a representative from the school site will call Security Dispatch to report the drill and will also complete the online drill reporting form.

### **II. Unannounced Drills by the Local Fire Department**

- A. The fire department may conduct periodic, unannounced drills. It is expected that a fire department representative will inform the administrator in charge of the building of the intended drill and the school site will comply with the request. The site is still required to call Security Dispatch prior to the drill and document the drill using the Online Drill Reporting Form.

### **III. Fire Alarm Malfunctions**

- A. No fire alarm system shall be turned off unless there is a malfunction which causes alarms to sound repeatedly while no fire exists in the building. When there is such a malfunction, the principal shall silence the alarm and immediately contact the emergency work order desk for repairs during normal business hours, and Security Dispatch for after hour's assistance.
- B. Principals shall periodically test fire alarms to assure that they are operational. If an alarm is not operational, the principal shall notify the emergency work order desk during normal business hours.

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## **SAFETY DRILLS**

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### **IV. Fire Exit Instructions**

A. Fire Exit Instructions (form 1063) shall be posted in each classroom of the District.

## **BOMB THREATS**

### **Page 1 of 3**

#### **I. General Information**

- A. It shall be the responsibility of the building supervisor to inform all staff personnel which they supervise of bomb threat procedures.
- B. The building supervisor shall immediately inform the Aurora Police Department (APD) and the Security Dispatch of any bomb or bomb threat and any action taken.
- C. The building supervisor will assign staff to conduct a cursory search of the building and campus. If suspicious items are found, staff shall not touch or move the item, and will secure the area around the item.
- D. The building supervisor will make the decision whether or not to evacuate the building unless otherwise directed by the fire or police department upon their arrival.
- E. If the suspicious item is found inside the building, staff and students will be evacuated at least 300 feet from the building.
- F. If a suspicious item is found outside the building, staff and students will evacuate out of the building in the opposite direction of the item at least 300 feet away from the building.
- G. Building supervisor will alert APD and APS Security to the location of the suspicious item and will also advise APD of the areas that have already been searched.
- H. If the building is evacuated, the occupants should take personal belongings with them, such as backpacks, small parcels, briefcases, lunch bags or boxes, purses, etc. Students will not be allowed to go to their lockers. If a building is evacuated, the windows are to be left open and the doors closed.

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## **BOMB THREATS**

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- I. The "Bomb Threat Report" form (see exhibit EBCB-E) shall be completed by the building supervisor and forwarded to the APS Security Department.
  
- II. **Bomb or Suspicious Object Located**
  - A. Do not touch or attempt to move the object.
  - B. The person who locates the bomb or suspicious object shall warn students and personnel in that area immediately and will tell them to evacuate the area. That person shall also send the first person available to notify the building principal or supervisor who shall then determine whether the balance of the building shall be evacuated.
  - C. Notify the building supervisor immediately.
  - D. The building supervisor will notify the Aurora Police Department and APS Security immediately.
  - E. The building supervisor will direct the evacuation of the area or building where the object is located and will isolate that area.
  - F. When a suspicious object is located and when the police arrive, they will assume command of the isolated area noted in the above.
  
- III. **Bomb Exploded**
  - A. Notify the Aurora Police Department, using the emergency 911 number and Security Dispatch. The Aurora Police Department will notify the Fire Department. Security Dispatch will send a notification to key District personnel and the Incident Response Team.

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**BOMB THREATS**

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- B. Evacuate the entire building.
- C. Protect the scene from unauthorized persons.
- D. Upon their arrival, the police will take charge of the situation.



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**BOMB THREATS - REPORT FORM**

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In case of a bomb threat, this form is to be used as a checklist and should be filled out while the caller is on the phone if at all possible.

Time of Call: \_\_\_\_\_ Date of Call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

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How reported (Origin of call): Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Booth \_\_\_\_\_

Internal (from within a building) \_\_\_\_\_

Bomb Information (Questions to ask caller. If caller seems agreeable to conversation, ask questions like):

What kind of bomb? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Where is it located? \_\_\_\_\_

When will it explode? \_\_\_\_\_

Why did you place the bomb? \_\_\_\_\_

Where are you now? \_\_\_\_\_

What is your name/address? \_\_\_\_\_

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**BOMB THREATS - REPORT FORM**

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If the building is occupied, inform caller that injury or death could occur, if the bomb explodes!

**Caller's Description**

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ Approx. Age \_\_\_\_\_ Years

Tone of Voice:

Speech:

<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Lisp
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other	<input type="checkbox"/> Slurred	<input type="checkbox"/> Other

Language:

Accent:

<input type="checkbox"/> Excellent	<input type="checkbox"/> Soft	<input type="checkbox"/> Local	<input type="checkbox"/> Not Local
<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Foreign	<input type="checkbox"/> Region
<input type="checkbox"/> Foul	<input type="checkbox"/> Other	<input type="checkbox"/> Race	

Manner: (Check appropriate ones)

Background Noise:

<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Bedlam	<input type="checkbox"/> Factory Noise
<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Trains	<input type="checkbox"/> Office Machines
<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Music	<input type="checkbox"/> Street Traffic
<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Animals	<input type="checkbox"/> Voices
<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing	<input type="checkbox"/> Quiet	<input type="checkbox"/> Airplanes
<input type="checkbox"/> Mixed	<input type="checkbox"/> Party Atmosphere		

Time caller hung up: \_\_\_\_\_

**ACTION TO TAKE IMMEDIATELY AFTER THE BOMB THREAT CALL**

Contact the following:

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**BOMB THREATS - REPORT FORM**

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1. Aurora Public Schools, Security Dispatch (28484 OR 303-341-0911);
2. Aurora Police Department Dispatch (303-627-3100)

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and location where call was received: \_\_\_\_\_  
\_\_\_\_\_

Name, address and telephone of person receiving the call: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**BOMB THREATS - REPORT FORM**

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This form shall be completed by the person who takes the call from the threatening party. When complete, the form will be shared with the Aurora Police Department and the district security director as needed.