
AURORA PUBLIC SCHOOLS

APS Code: EBCB

Adopted February 1977

Recorded May 1998

Revised September 2007

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EMERGENCY DRILLS

The Superintendent of Schools shall establish procedures for emergency drills to include fire/evacuation, lockdown/lockout and tornado for the school buildings in the district. The Superintendent shall also require the reporting of bomb threats to appropriate district departments and emergency responders.

CROSS REFS.: EBAB, Hazardous Materials

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 monthly.
- E. Schools will conduct at least one yellow or orange lockout annually. Schools will complete at least one red lockdown drill annually. The red lockdown drill should be conducted during the first month of school.
- F. Schools will contact APS Security Dispatch prior to conducting any lockdown drills. Schools will also notify Dispatch when the drill is over.

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APS Security Levels Based on Threat Assessment

LOCKOUT (YELLOW) - POTENTIAL SECURITY RISK

Threat may be in the Neighborhood

- Direct all students and staff on campus to come inside
- Lock and close all exterior doors
- Follow normal building access control protocols
- Monitor high traffic doors
- Continue with school activities
- Wait for instructions

LOCKOUT (ORANGE) - HIGH SECURITY RISK

Threat 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 Security
- Close all windows and blinds
- Continue with classroom activities Students do not change classes
- Turn off passing bells
- Determine lunch protocol with Incident Response Team
- Wait for instructions

LOCKDOWN (RED) - SEVERE SECURITY RISK

Threat is 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

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- Wait for instructions
 - G. For each lockdown drill held, the principal shall complete the online drill reporting form. In addition, at the time of the lockdown drill a representative from the school site will call sSecurity Dispatch to report the drill.
 - H. At least once annually and before April 15th 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 the Dispatch to report the drill.
- 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 Facilities Dispatch 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 Facilities Dispatch during normal business hours.
- IV. **Fire Exit Instructions**

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

BOMB THREATS

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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 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 police to the location of the suspicious item and will also advise police 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.
- I. The "Bomb Threat Report" form (see exhibit EBCB-E) shall be completed by the building supervisor and forwarded to the appropriate level director with a copy to the

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District 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 district 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.
- B. Evacuate the entire building.

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- 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: _____

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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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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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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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.