



“Three In One Drill” (3-N-1 Drill)

**NEXT DRILL: February 11, 2010
approximately. 10:50 a.m.**

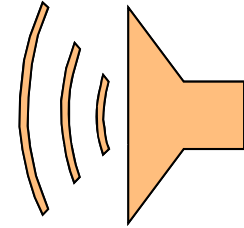
NOTE: This slideshow was derived from the SDCOE's 3-N-1 Drill powerpoint presentation. Some slides were deleted, some were edited and some were left in their original form.

“Three In One Drill” (3-N-1 Drill)

A “Three in One Drill” has three components:

1. Lockdown (armed intruder)
2. Drop and Cover (earthquake)
3. Evacuation (fire)

“Three In One Drill” (3-N-1 Drill)



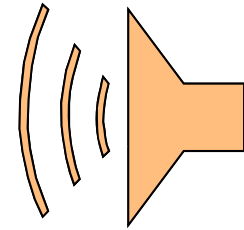
(Over the intercom assistant principal will say)

“Students, staff and visitors this is Mrs./Ms./Mr. _____, in 60 seconds we will conduct a Lockdown, Drop & Cover, Evacuation Drill. This is only a drill”

(Repeat every 15 seconds)

“Students, staff and visitors, in 45...30...15 seconds we will conduct a ... This is only a drill”

(3-N-1 Drill) *continued*



(At 60 seconds assistant principal will say)

“Students, staff and visitors lockdown now, turn off lights, close windows and blinds. Assume a drop & cover position by dropping to your knees & taking cover under a table or desk. Protect your head with your arms and with your backs toward windows. Be silent & stand by for approximately the next 5-10 minutes. Drop & cover are appropriate actions to take in case of lockdown or earthquake. This is only a drill.”

(Deploy law enforcement and fire dept. observers to check doors.
Direct a call to district office to inform of drill)

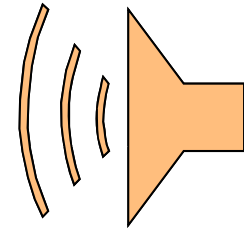
(Repeat every 60 seconds while doors are checked)

(3-N-1 Drill) *continued*

THIS SLIDE FOR ADMIN USE ONLY

- Law enforcement, fire dept. & other volunteers check doors during lockdown, drop & cover phase.
- Randomly unlock & open doors to briefly observe students & staff.
- Attempt to complete door/room checks in 5-10 minutes depending on size of school.
- Upon completion of door checks inform school administration.

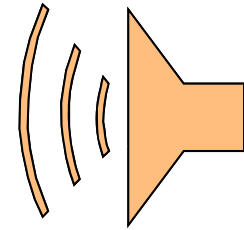
(3-N-1 Drill) *Continued*



Special Note to staff:

Only lock doors that provide access to students, staff and visitors. Do not jeopardize staff by directing them to lock doors that do not provide access to people such as exterior closets, utility rooms or empty rest rooms.

(3-N-1 Drill) *Continued*



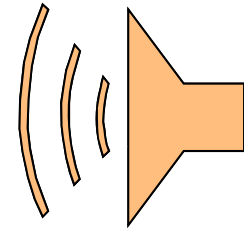
(Once all doors have been checked, assistant principal will say)

“Students, staff and visitors in a real lockdown do not open your doors and evacuate until law enforcement opens the door and releases you.”

“We will now practice for a fire. Upon hearing the fire alarm please evacuate to your assembly area”

Teachers: Take your roll book, room sign and census report with you. Post green (all clear) or red (someone inside needs help) sign on your door as you leave. Ensure your door is unlocked.

Post-Drill Message to Students and Staff



“Students and staff this is Mrs. Ms. or Mr._____. I want to commend you for (something they did well) during the drill. Next time we need to (something that needs to improve).”

“If a real lockdown is announced when you are not in class, find a room (e.g. such as office, library, gym) you can lock yourselves and others into. Turn off lights and close blinds. Call 911 if you can and assume a drop & cover position and remain silent. Do not open the door and evacuate until law enforcement opens the door and releases you.”

Post-Drill Message to Students and Staff *Continued*

“Finally, you will always be informed of an upcoming drill one day in advance or on the day of the drill. If you are ever directed to lockdown and no prior drill notification was given you must assume the lockdown is real.”

“Thank You”

(3-N-1 Drill) *continued*

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After Action Reporting and Corrective Action Plan

Recommended that drills be followed by a debriefing to discuss:

1. What went well?
2. What can be done differently?
3. Date of next drill?