

Across the country, in our communities, we share everyday moments with our neighbors, family, coworkers, and friends. We go to work or

**IF YOU SEE
SOMETHING,
SAY SOMETHING.**

school, the grocery store, or the gas station. It's easy to overlook these routine moments, but as you're going about your day if you see something that doesn't seem quite right, say something.

By being alert and reporting suspicious activity you can protect your family, neighbors, and community.

2018-2019 Emergency Incident Drill Schedule

Month	Type of Drill
August	Fire Drill
September	District Safety Drill: Tabletop
October	Fire Drill: Functional
November	Fire Drill: Functional
December	District Safety Drill: Functional
January	Fire Drill: Functional
February	District Safety Drill: Functional
March	Fire Drill & Tornado Drill
April	Fire Drill & Tornado Drill
May	Fire Drill & Tornado Drill



*A safety guide for Hawthorne
Elementary School families*



Administrative Staff

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#MightyMustangs

Lockdown vs Lockout

When people hear the word “Lockdown,” they often envision students and staff members evacuating hallways or common areas and barricading themselves inside a room. While that certainly is one of the drills we practice, please know that it’s extremely rare for an incident to require this level of response.

Most often, when there is a need to follow our safety plan for any reason (such as police activity near a school) we typically move into something called a “Lockout.” During a Lockout there is very little disruption as students are still permitted to change classes and go about their normal routine inside the building. We also will have students who are outside for recess or other activities return to a designated location inside the building.

As many of you know, daily access to our schools is controlled by a video and buzzer system that is monitored by our school office staff. During a Lockout, however, access to and from our schools is even more restricted. As always, we monitor the main entrance of the school in order to monitor persons who wish to enter or leave the building. Only in certain instances (such as a student needing to leave for a medical appointment) may someone be allowed to enter or exit the school.

The decision to place a building into a Lockdown or Lockout is typically guided by law enforcement officials who communicate the decision and other information through their wireless radio systems. Media outlets regularly monitor these broadcasts using a police scanner, which is why at times you may see “breaking news” about a school being placed in a Lockdown before hearing from our district.

Emergency Incident Exercise Types

There are different types of exercises that can be used to evaluate program plans, procedures and capabilities.

- Tabletop exercises
- Drills
- Functional exercises
- Full-scale exercises

Tabletop exercises: Tabletop exercises are small group discussions that walk through a scenario and the courses of action a school will need to take before, during, and after an emergency to lessen the impact on the school community. This activity helps assess the plan and resources, and facilitates an understanding of emergency management and planning concepts.

Drills: During drills, school personnel and community partners (e.g. first responders, local emergency management staff) use the actual school grounds and buildings to practice responding to a scenario.

Functional exercises: Functional exercises are similar to drills but involve multiple partners; some may be conducted district-wide. Participants react to realistic simulated events (e.g., a bomb threat, armed intruder), and implement the plan and procedures using the Incident Command System (ICS).

Full-scale exercises: Full-scale exercises are the most time-consuming activity in the exercise continuum and are multi-agency, multi-jurisdictional efforts in which all resources are deployed. This type of exercise tests collaboration among the agencies and participants, public information systems, communications systems, and equipment. An Emergency Operations Center (EOC) is established by either law enforcement or fire services, and the ICS is activated.