

Paul Revere Charter Middle School
Technology, Science and Mathematics Magnet
Home of the Patriots

INTER-OFFICE CORRESPONDENCE

DATE: August 11, 2014
TO: Faculty
FROM: Justin Koretz, Instructional Specialist

SUBJECT: Emergency Drill Schedule and Procedures

In accordance with District policy, we will be holding one emergency drill a month in order to ensure that our staff and students are prepared to take the appropriate actions in the event of an emergency.

The drills have been scheduled so that the impact to the academic program is balanced, and no one class or period is disproportionately impacted. The dates and periods are as follows:

Day/Date

Tuesday, August 26 –Per. 1
Wednesday, September 17 – Homeroom
Thursday, October 16 – Great Shake – Per. 3
Wednesday, November 19 – Nutrition, Line up by Homeroom
Tuesday, December 9 – Per. 5
Tuesday, January 27 – Per. 6
Tuesday, February 24 – Per. 2
Tuesday, March 10 – Per. 4
Tuesday, April 14 – Per.5
Tuesday, May 12 – Per.6

Prior to participating in the drill, please review with your students Revere’s evacuation procedures. These procedures are intended to ensure that all students travel to and arrive at the evacuation site in a safe and orderly fashion. Students should be quiet and walk in two, orderly rows.

Emergency Evacuation Procedures:

- Upon sounding of the alarm, all classrooms are to evacuate to the P.E. field in two straight lines. Class will wait behind the corresponding classroom number indicated on the blacktop.
- Once at your assigned area, the students are to be seated in two lines so that accurate attendance can be taken. Remind students there is no eating during the drill.
- Once the exercise is completed, teachers and students will be dismissed by the administrative and support staff.

Thank you in advance for all your efforts towards making these drills successful. If you have any questions or concerns, please don’t hesitate to contact me.