# Drop and Tuck Annex

## Purpose

Drop and Tuck procedures may be used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, and severe weather such as thunderstorms with high wind and/or tornadoes.

## Responsibilities

All staff, teachers, and students participate in the implementation, and evaluation of this procedure.

## Procedures

### Indoor Procedure

When indoors, students/staff:

* Go into nearest interior hallway (insert other areas of school suitable depending on emergency).
* Face the wall on bottom with head down with hands and arms covering heads.
* Stay in this position until directed to do otherwise.

When directed by the Principal /designee and/or when it is safe to do so, staff members evacuate students to pre-assigned locations. Evacuation locations can be found in the Evacuation Annex.

[Insert picture of drop and tuck position]

## Actions to take for Drop and Tuck

### Principal /Incident Commander

* Based on the threat or hazard, Principal /Incident Commander will make the announcement through (Insert communication method) to direct students and teachers to assume drop and tuck positions either under desks or in the closest interior hallway.

### Teachers and Staff

* Close all blinds.
* Account for all students.
* Direct students to hallway (insert other areas of school suitable depending on emergency).
* Assist students to assume the drop and tuck positions.
* Remain calm and reassure students in the safety of these positions.
* Remain in safe area until warning expires, or emergency personnel have issued “All Clear” signal.