School Drill Documentation Form

<table>
<thead>
<tr>
<th>Type of Drill</th>
<th>Number/Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Five – Three drills must be completed by December 1</td>
</tr>
<tr>
<td>Tornado</td>
<td>Two – One drill must be completed in March</td>
</tr>
<tr>
<td>Safety/Security</td>
<td>Three – One drill must be completed prior to December 1 and one after January 1</td>
</tr>
<tr>
<td></td>
<td>• One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.</td>
</tr>
<tr>
<td></td>
<td>• One drill shall include security measures of a potentially dangerous individual on or near the school premises.</td>
</tr>
<tr>
<td></td>
<td>• Seek input from the administration of the school and local public safety on the nature of the drill.</td>
</tr>
</tbody>
</table>

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School: Early Childhood Center

Principal: Kim McLean

Date of drill: 9/21/2021 Number of students: 112 Number of staff: 56

Time initiated: 09:59 (a.m./p.m.) Time concluded: 10:05 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)

<table>
<thead>
<tr>
<th>Before school</th>
<th>During class time</th>
<th>Passing time</th>
<th>Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch time</td>
<td>Assembly</td>
<td>After school</td>
<td>Other</td>
</tr>
</tbody>
</table>

Remarks:

This report is for:

Fire drill number 1 2 3 4 5 for the 2021/2022 school year

Tornado drill number 1 2 for the 2021/2022 school year

Safety/Security drill number 1 2 3 for the 2021/2022 school year

Name of person conducting drill: Teresa Robinson

Title of person conducting drill: Head Start Nurse

Signature or person conducting drill: Teresa Robinson Date: 9/21/2021

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official’s name, and title.

Agency: ___________________________ Name: ___________________________ Title: ___________________________

Agency: ___________________________ Name: ___________________________ Title: ___________________________

Agency: ___________________________ Name: ___________________________ Title: ___________________________

Must post on the school’s website within 30 days after completing the drill. The form must be maintained on the school website for at least three years.
# School Drill Observation Form

## Problems Encountered (Check all that apply)

- [ ] Congestion in hallways
- [ ] Alarm not heard
- [ ] Students unsure of proper procedures
- [ ] Staff unsure of proper procedures
- [ ] Use of personal technologies by students
- [ ] Use of personal technologies by staff
- [ ] Unable to lock doors
- [ ] Windows not covered
- [ ] Windows left open
- [ ] Doors left open
- [ ] Difficulties with evacuation of students or staff with disabilities
- [ ] Staff and adults unaccounted for
- [ ] Staff not serious about drill
- [ ] Students unaccounted for
- [ ] Radios, communication problems
- [ ] Network/computer problems
- [ ] Weather-related problems
- [ ] Noise impedes communications
- [ ] Students not out of sight (safety/security drill)
- [ ] Long time to evacuate building
- [ ] Students not serious about drill
- [ ] Frightened students (safety/security drill)
- [ ] Improper or unavailable supplies
- [ ] Confusion
- [ ] Doors or exits blocked
- [ ] Transportation issues
- [ ] Interagency communication issues
- [ ] Incident command problems
- [ ] Other: ________________

## Weather Conditions

- [ ] Clear
- [X] Cloudy
- [ ] Raining
- [ ] Rain and wind
- [ ] Windy
- [ ] Snow/sleet
- [ ] Hot (above 80 degrees)
- [ ] Cold (40 to 10 degrees)

## Plans for Improvement

- [ ] Additional staff training
- [ ] Additional student training
- [ ] Address need for additional equipment
- [ ] Improved emergency supplies
- [ ] Cooperative planning with responders
- [ ] Revised emergency procedures
- [ ] Improved communication
- [ ] Other: ________________

## Additional Comments