

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire	Five – Three drills must be completed by December 1
<u>Tornado</u>	Two – One drill must be completed in March
Safety/Security	Three – One drill must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none">One drill shall include security measures that are appropriate to an emergency such as the release of a hazardous material.One drill shall include security measures of a potentially dangerous individual on or near the school premises.Seek input from the administration of the school and local public safety on the nature of the drill.

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: 9/27/2021 Number of students: 120 Number of staff: 56

Time initiated: 10:44 (a.m./p.m.) Time concluded: 10:20 (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks: _____

This report is for:
(circle number next to applicable drill)

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 Robin Date: 9/27/2021

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

- ☐ Radio 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: PA not heard in store rooms for all clear. Will use walkie talkies for all clear from now on. tornado drill

Weather Conditions

- ☐ Clear
- ☐ Cloudy
- ☐ Raining
- ☐ Rain and wind

n/a - indoor
tornado
drill

- ☐ 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

The drill ran smoothly. Staff and students went to the classroom storage rooms with doors shut. We will use walkie talkies for the all clear, since the PA can't be heard in store rooms.