

<b>Emergency Drill Planning Checklist</b>					
<b>Drill Type</b>					
<input type="checkbox"/> Fire/ Evacuation <i>(monthly)</i>	<input type="checkbox"/> Lockdown <i>(1 per semester)</i>	<input type="checkbox"/> Severe Weather/ Tornado <i>(1 per semester)</i>	<input type="checkbox"/> Reverse Evacuation <i>(1 per semester)</i>	<input type="checkbox"/> Shelter-in- Place <i>(1 per semester)</i>	<input type="checkbox"/> Actual Event <i>(drill substitute)</i>
<b>Drill Purpose</b>					
During this drill we tested our ability to do the following:					
<i>(if an actual event, summarize what happened)</i>					
<b>Drill Objective</b>					
Objective Number	Objective	Assigned To	Due		
Completed by:			Date:		

<b>Campus Feedback</b>					
<b>The drill(s) we conducted today were:</b>					
<input type="checkbox"/> Fire/ Evacuation <i>(monthly)</i>	<input type="checkbox"/> Lockdown <i>(1 per semester)</i>	<input type="checkbox"/> Severe Weather/ Tornado <i>(1 per semester)</i>	<input type="checkbox"/> Reverse Evacuation <i>(1 per semester)</i>	<input type="checkbox"/> Shelter-in- Place <i>(1 per semester)</i>	<input type="checkbox"/> Actual Event <i>(drill substitute)</i>
<b>Feedback</b>					
I was informed of this drill before it took place.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure		
The students in my care responded well to this drill.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure		
The drill was realistic enough to simulate an actual event.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure		
<b>Lessons Learned</b>					
What happened during the drill?					
What was supposed to happen?					
Why were there differences?					
<b>Sharing</b>					
How could this drill have been better?					
My suggestion for future drills is:					
I am better prepared because of drills like this.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure		
Completed by:		Date Submitted:			
Would you like a campus administrator to follow up with you?				<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Emergency Drill Evaluator Checklist</b>					
<b>Drill Type</b>					
<input type="checkbox"/> Fire/ Evacuation <i>(monthly)</i>	<input type="checkbox"/> Lockdown <i>(1 per semester)</i>	<input type="checkbox"/> Severe Weather/ Tornado <i>(1 per semester)</i>	<input type="checkbox"/> Reverse Evacuation <i>(1 per semester)</i>	<input type="checkbox"/> Shelter-in- Place <i>(1 per semester)</i>	<input type="checkbox"/> Actual Event <i>(drill substitute)</i>
<b>Drill Purpose</b>					
The purpose of this drill is: _____ _____					
<b>Point of Review</b>					
Objective Number	Objective	Yes	No	N/A	N/O
Comments: _____ _____					
Completed by: _____ Date: _____					

N/A: Not Applicable

N/O: Not Observed