

Drill & Exercise Documentation Tool

Name of School ◆ Drill Report for the Month of _____					
In accordance with District's Emergency Operations Plan and this campus' commitment to safety and security, this campus conducted a drill with the following results.					
Check all that apply:					
<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>
Date of Drill:		Percent of Campus Involved:			
Drill Start Time:		Drill End Time:			
During this drill we tested our ability to do the following:					
			<i>(if an actual event, summarize what happened)</i>		
Was a Campus Command Post Established?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes , where?/If no , why not:					
Was the Incident Command System Used?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes , where?/If no , why not:					
Were first responders or district police involved (including school based law enforcement)?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
How long did drill and student/faculty accountability process take?					
Were any special circumstances tested?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes explain and/or indicate below:					
<input type="checkbox"/> Obstructed		<input type="checkbox"/> Unobstructed	<input type="checkbox"/> Accountability	<input type="checkbox"/> Other	
Lessons Learned					
What happened during the drill?					
What was supposed to happen?					
Why were there differences?					
Will this drill result in changes to plans, policies or procedures?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Person who will ensure updates:	
Report Completed by:				Date Submitted:	
Do you have questions for District emergency management or other responders?				<input type="checkbox"/> Yes	<input type="checkbox"/> No