

# EVACUATION DRILL OBSERVATION

District: \_\_\_\_\_

Contact: \_\_\_\_\_

School: \_\_\_\_\_

Drill Scenario: \_\_\_\_\_

Date: \_\_\_\_\_

OSPEP Staff: \_\_\_\_\_

| DURING THE DRILL         |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| Y                        | N                        | N/A                      |   |
| <b>COMMUNICATION</b>     |                          |                          |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Was simple language used to make emergency announcements (i.e. Lockdown, Evacuation, Shelter-in-Place, Bomb Threat)?                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Was an emergency code used (i.e. Code Red, "Mr. Greene is in the bldg", etc.)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Were cell phones and walkie-talkies and other electronic devices used?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Was the fire alarm system activated?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Was the emergency announcement heard everywhere on the school campus, including outside the building, gym, cafeteria, bathrooms, etc.?    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do teachers/classrooms have a means/method to communicate with the main office/command post?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Was there an "All Clear" procedure to terminate the action?   |
| <b>COMMENTS:</b>         |                          |                          | <b>*ADDITIONAL ITEMS TO ASSESS:</b> Who made the announcement and how was it made? Did staff and students know the notification language? |

| Y N N/A  |  |
|--|--|
| <b>GENERAL PROCEDURES – EVACUATION</b>                                     |  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Were building occupants evacuated to a location off school grounds?  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Are there multiple evacuation locations?   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Did all building occupants evacuate? (i.e. office staff, cafeteria staff, etc.)  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Do all staff and students know where the evacuation location is?   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Did students/staff bring their personal belongings when evacuating?  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Did the building administrator or designee bring an emergency go kit?  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Did teachers bring class rosters and other necessary items?  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Were missing students identified and was someone notified?   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Was a notification system used (ie: red card/green card) to assist with attendance and crowd control at the evacuation location?   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Are students and staff following procedures and protocols according to the school's emergency procedures?  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Are procedures for students and staff in hallways, bathrooms and open areas being followed?  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Are procedures for students and staff in the cafeteria, gym and outside the building being followed?   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Was a command post identified and used?  |
| <p><b>COMMENTS:</b></p>  | <p><b>*ADDITIONAL ITEMS TO ASSESS:</b> Has a drill included evacuating to an alternative location? Did all occupants evacuate to the same location? How long did it take to evacuate the building? Does the school have procedures to dismiss students from the evacuation location? If staff have emergency classroom kits what's in them? Is the school aware of the response time for emergency personnel? How many emergency responders would arrive and where would they park their vehicles?</p> |

## PRE-DRILL PREPARATION

| PRE-DRILL PREPARATION    |  |                          |  |
|--------------------------|--|--------------------------|--|
| Y                        | N  | N/A                      |  |
| <b>PLANNING PROCESS</b>  |  |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Were all key stakeholders involved in the planning process (i.e. law enforcement, fire officials, emergency management officials, teachers, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Was a specific scenario drilled?   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Has this drill been conducted this year?   |
| <b>TRAINING</b>          |  |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Has the School Safety and Security Plan been disseminated to ALL employees? Have emergency duties been reviewed with ALL employees?                |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Have groups been trained/practiced separately prior to drill? (Round table/actual practice drill).   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Were the following included in training? Faculty, Staff, Substitutes, Janitorial, Maintenance, Transportation & Food Service personnel.            |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Are staff members familiar with procedures for handling students with special needs?   |
| <b>NOTIFICATION</b>      |  |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Has notification been sent out to parents regarding the school's drill plan?   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Were parents notified prior to the drill?  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Were emergency responders notified prior to drill?   |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Were staff members and/or students notified prior to drill?  |
| <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | Were emergency responders invited to attend the drill?   |
| <b>COMMENTS:</b>         | <b>*ADDITIONAL ITEMS TO ASSESS:</b> What information was shared with staff, students, parents and emergency responders prior to the drill and how far in advance? Have emergency responders attended any drills held this year? Were communication protocols reviewed and tested prior to the drill? |                          |  |

## POST-DRILL FOLLOW UP

Y N N/A

### DEBRIEF

Once completed will staff debrief the drill with students?

Once completed will administrators debrief the drill with staff?

Will the drill debrief include emergency responders?

Will parents be notified of the drill?

Will after-action items be identified?

**COMMENTS:**

**\*ADDITIONAL ITEMS TO ASSESS:** How will information be collected from staff, students and those who observed the drill? How long did the drill take? Were substitutes prepared? Did staff or students seem “tipped-off” in advance of the drill? Is the administration familiar with the School Administrator Procedures? Does each classroom have a “flip-chart”?

### LESSONS LEARNED

**COMMENTS:**

**\*ADDITIONAL ITEMS TO ASSESS:** Who observed the drill to assess and provide feedback? Was there any new or interesting use of technology? How were doors locked if there were no keys or locks in doors? Were there any exemplary practices?