

# School Drill Documentation

District: \_\_\_\_\_ School: \_\_\_\_\_ Principal in Charge: \_\_\_\_\_

Drill Type: **EVACUATION 1** Incident Type: **FIRE** Simulated Condition: \_\_\_\_\_ Day: \_\_\_\_\_ \*Time: \_\_\_\_\_  
**\*\*Total Time:** \_\_\_\_\_

Initials of Key School Participants and Backups					Evaluation of Drill Objectives (circle "S" for satisfactory or "I" for improvement(s) needed)											
Discoverer	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness		Planned Response Understood		Movement to Safe Area		First Responder Communication		Accounting for Occupants			
					S	I	S	I	S	I	S	I	S	I	S	I

Local Fire Official Present? Yes  No  Local Fire Official's Initials to certify that a school evacuation drill was conducted while present: \_\_\_\_\_

Drill Type: **EVACUATION 2** Incident Type: **FIRE** Simulated Condition: \_\_\_\_\_ Day: \_\_\_\_\_ \*Time: \_\_\_\_\_  
**\*\*Total Time:** \_\_\_\_\_

Initials of Key School Participants and Backups					Evaluation of Drill Objectives (circle "S" for satisfactory or "I" for improvement(s) needed)											
Discoverer	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness		Planned Response Understood		Movement to Safe Area		First Responder Communication		Accounting for Occupants			
					S	I	S	I	S	I	S	I	S	I	S	I

Local Fire Official Present? Yes  No  Local Fire Official's Initials to certify that a school evacuation drill was conducted while present: \_\_\_\_\_

Drill Type: **EVACUATION 3** Incident Type: **FIRE** Simulated Condition: \_\_\_\_\_ Day: \_\_\_\_\_ \*Time: \_\_\_\_\_  
**\*\*Total Time:** \_\_\_\_\_

Initials of Key School Participants and Backups					Evaluation of Drill Objectives (circle "S" for satisfactory or "I" for improvement(s) needed)											
Discoverer	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness		Planned Response Understood		Movement to Safe Area		First Responder Communication		Accounting for Occupants			
					S	I	S	I	S	I	S	I	S	I	S	I

Local Fire Official Present? Yes  No  Local Fire Official's Initials to certify that a school evacuation drill was conducted while present: \_\_\_\_\_

Drill Type: **BUS EVACUATION 1** Incident Type: \_\_\_\_\_ Simulated Condition: \_\_\_\_\_ Day: \_\_\_\_\_ \*Time: \_\_\_\_\_  
**\*\*Total Time:** \_\_\_\_\_

Initials of Key School Participants and Backups					Evaluation of Drill Objectives (circle "S" for satisfactory or "I" for improvement(s) needed)											
Discoverer	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness		Planned Response Understood		Movement to Safe Area		First Responder Communication		Accounting for Occupants			
					S	I	S	I	S	I	S	I	S	I	S	I

Drill accounted for in curriculum? Yes  No  Curriculum includes instruction in safe bus riding practices for all students? Yes  No

Drill Type: **SHELTER IN PLACE 1** Incident Type: **TORNADO** Simulated Condition: \_\_\_\_\_ Day: \_\_\_\_\_ \*Time: \_\_\_\_\_  
**\*\*Total Time:** \_\_\_\_\_

Initials of Key School Participants and Backups					Evaluation of Drill Objectives (circle "S" for satisfactory or "I" for improvement(s) needed)											
Discoverer	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness		Planned Response Understood		Movement to Safe Area		First Responder Communication		Accounting for Occupants			
					S	I	S	I	S	I	S	I	S	I	S	I

Local First Responder Present? Yes  No  Local First Responder's Initials to certify that a shelter-in-place drill was conducted while present: \_\_\_\_\_

Drill Type: **LAW ENFORCEMENT 1** Incident Type: \_\_\_\_\_ Simulated Condition: \_\_\_\_\_ Day: \_\_\_\_\_ \*Time: \_\_\_\_\_  
**\*\*Total Time:** \_\_\_\_\_

Initials of Key School Participants and Backups					Evaluation of Drill Objectives (circle "S" for satisfactory or "I" for improvement(s) needed)											
Discoverer	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness		Planned Response Understood		Movement to Safe Area		First Responder Communication		Accounting for Occupants			
					S	I	S	I	S	I	S	I	S	I	S	I

Local Law Enforcement Present? Yes  No  Local Law Enforcement's Initials to certify that a school lockdown drill was conducted while present: \_\_\_\_\_

Cc: Appropriate Regional Superintendent or OSFM if non-public school.

\*Time to execute drill

\*\*Time to execute drill and account for students