

# EMERGENCY DRILL REPORT

## 2011–12

**SCHOOL:**
**DATE & TIME:**
**Simulated Emergency Situation (if identified):**
**Drill Type(s) Conducted** 

Evacuation	Reverse Evacuation	Shelter-in-Place	Lockdown
<i>Start Signal: Alarm End Signal: Announcement</i>	<i>Start Signal: Announcement End Signal: Announcement</i>	<i>Start Signal: Announcement End Signal: Announcement</i>	<i>Start Signal: Announcement End Signal: Announcement</i>
Evacuation is necessary when an event (e.g., fire, hazardous material spill in the building, earthquake [after]) renders the school building unsafe. Evacuation requires all students and staff to leave the building, either to a safe area away from the building on school grounds or, in certain situations, to other sites. Staff and students should be accounted for to determine that no one remains in the building.	Reverse evacuation is used to quickly return students who are outside to the safety of the school building. (Though you may sometimes practice reverse evacuation immediately after an evacuation drill, the signal should be distinguishable from the one normally used to return at a leisurely pace from evacuation or from recess.) Shelter-in-place or lockdown may follow a reverse evacuation.	Shelter-in-Place is indicated when there is not enough time to evacuate or when it may be harmful to leave the building (e.g., tornado, hazardous material spill outside the school). Students and staff in portables should move to the main building (unless in reality doing so would pose a greater danger). Windows and doors may need to be locked (a lockdown) and sealed if the situation dictates.	Lockdown is called for when a crisis occurs outside of the school and an evacuation would be contraindicated or when a crisis situation exists inside and movement within the school would put students in jeopardy. All doors are locked and students and staff stay in classrooms. Red and green cards are used to signal the status of each classroom, unless announced otherwise.

**Faculty/Staff Count**
**Student Count**
**Time required to evacuate/complete drill**
**Minutes:**
**Seconds:**
**Fire department notified?**
**Yes**
**No**
**Comments/Problems:**
**Weather conditions:**
**Drill conducted by:**
**Report completed by:**

### SCHOOL EMERGENCY DRILL SCHEDULE

<b>FIRE</b>	Monthly—first fire drill within the first ten days of school
<b>TORNADO</b>	One within the first month of school and another during Severe Weather Awareness Week (first week in March)
<b>EARTHQUAKE</b>	During Earthquake Awareness Week (second week in November)
<b>LOCKDOWN</b>	Once each semester

Drills are recorded and reported on this form. Students and all school personnel should practice and become familiar with the major types of drills to be used alone or in combination for various potential emergencies.

*File original and forward copy to District 2 PR/School Safety Office.*

Copy forwarded to District Office