



Valley School District

## Emergency Drill Reporting Form

Document the date, time, and type of required drill (evacuation, lockdown, or shelter-in-place), plus any pertinent information. Maintain documentation of all drills in the school office.

|  |  |  |                 |
|--|--|--|-----------------|
| <b>School/Program:</b>   |  | <b>Date:</b>   |                 |
| <b>Name/Title of Reporter:</b>   |  | <b># Students:</b>   | <b># Staff:</b> |
| <b>Time Alarm Sounded:</b>   | <b>Time Drill Concluded:</b>   | <b>Time to Evacuate:</b> <i>(as applicable)</i>  |                 |
| <b>Type of Drill:</b>  | <b>Type of School/Building:</b>  | <b>Weather Conditions:</b>   |                 |
| <input type="checkbox"/> Evacuation / Fire<br><input type="checkbox"/> Lockdown<br><input type="checkbox"/> Shelter-in-Place<br><input type="checkbox"/> Earthquake<br><input type="checkbox"/> Great WA Shake Out<br><input type="checkbox"/> Forest Fire / Smoke<br><input type="checkbox"/> Medical Emergency<br><input type="checkbox"/> Bomb Threat<br><input type="checkbox"/> Weather Emergency<br><input type="checkbox"/> Evacuate to alternate site<br><input type="checkbox"/> Other: | <input type="checkbox"/> Pre-School / Daycare<br><input type="checkbox"/> Elementary (K-8)<br><input type="checkbox"/> Middle School<br><input type="checkbox"/> High School (9-12)<br><input type="checkbox"/> Alternative School<br><input type="checkbox"/> Transportation Center<br><input type="checkbox"/> Maintenance / Facilities<br><input type="checkbox"/> Portable Buildings<br><input type="checkbox"/> Administration<br><input type="checkbox"/> Other: | <input type="checkbox"/> Clear / Partial Clouds<br><input type="checkbox"/> Cloudy<br><input type="checkbox"/> Raining<br><input type="checkbox"/> Raining and windy<br><input type="checkbox"/> Windy<br><input type="checkbox"/> Snow / Sleet<br><input type="checkbox"/> Hail<br><input type="checkbox"/> Hot ( <i>Above 80 degrees</i> )<br><input type="checkbox"/> Cold ( <i>40 to 10 Degrees</i> )<br><input type="checkbox"/> Severe cold ( <i>Temp_____</i> ) |                 |
| <b>Participants:</b>   | <b>Notification / All Clear:</b>   | <b>Situation at Start of Drill:</b>  |                 |
| <input type="checkbox"/> School Administrators<br><input type="checkbox"/> Teachers / Paraeducators<br><input type="checkbox"/> Custodial Staff<br><input type="checkbox"/> Students<br><input type="checkbox"/> Law Enforcement<br><input type="checkbox"/> Fire Department<br><input type="checkbox"/> Emergency Medical Services<br><input type="checkbox"/> County Emergency Mgmt.<br><input type="checkbox"/> Parents and/or Volunteers<br><input type="checkbox"/> Other:                  | <input type="checkbox"/> Bell or Buzzer<br><input type="checkbox"/> Enhanced Alert System<br><input type="checkbox"/> Intercom<br><input type="checkbox"/> Phone<br><input type="checkbox"/> Voice Notification<br><input type="checkbox"/> Siren<br><input type="checkbox"/> Reverse 911 or Shout Out<br><input type="checkbox"/> Other:  | <input type="checkbox"/> Before School<br><input type="checkbox"/> During Class Time<br><input type="checkbox"/> Passing Time<br><input type="checkbox"/> Recess<br><input type="checkbox"/> Lunch Time<br><input type="checkbox"/> Assembly<br><input type="checkbox"/> After School<br><input type="checkbox"/> Other:   |                 |
| <b>Mapping System Used?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No  | <b>Staff previously trained on emergency procedures this year?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No   | <b>Students previously trained on emergency procedures this year?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No  |                 |
| <b>Incident Command System Used?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No   | <b>Incident Commander:</b>   | <b>Operations Chief:</b>   |                 |

**Problems Encountered:** *(Check all that apply)*

- Alarm not heard
- Noise impedes communications
- Congestion in hallways
- Confusion
- Students unsure of what to do / proper response
- Staff unsure of responsibilities / proper response
- Students not accounted for / attendance
- Students unaccounted for *(note # below)*
- Staff and adults unaccounted for
- Staff not serious about drill
- Students not serious about drill
- Students not out of sight *(lockdown drill)*
- Frightened students *(lockdown drill)*
- Windows not covered
- Windows left open

- Unable to lock doors
- Doors left open
- Doors or exits blocked
- Long time to evacuate building
- Difficulties with evacuation of disabled students or staff
- Improper or unavailable supplies
- Use of personal technologies by students
- Use of personal technologies by staff
- Radio communication problems
- Network / computer problems
- Unable to access school mapping system
- Interagency miscommunications
- Incident command problems
- Weather-related problems
- Transportation
- Other:

**Extenuating Circumstances / Identified Factors / Special Conditions Simulated:**

**Mitigation / Plans for Improvement:** *(check all that apply and explain below)*

- Additional staff training
- Additional student training
- Address need for additional equipment
- Improved emergency supplies

- Cooperative planning with responders
- Revised emergency procedures
- Improved communication
- Other:

**Explain correction needed and who is responsible for any corrective efforts here:**