**Emergency Drill Data Worksheet**

**Use this form to record your drill information; then go to** [**http://emergencydrills.lausd.net**](http://emergencydrills.lausd.net) **(please note that you must be on the LAUSD network for this address to work); enter the data and receive your certificate.**

*(Choose one)*

Fire  Drop/Cover/Hold or "Drop"

Earthquake drill with evacuation  Campus Protection or "Lockdown"

Shelter in Place

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  |  | Position: |  |  |
|  |  |  |  |  |  |
| E-Mail: |  |  | Location Code: |  |  |

1. What type of alert system did you use to alert students/staff of the drill?

Fire Alarm/Bell  Voice through Intercom/PA  Bull Horn  Whistle

*(Omit #2 for Drop/Cover/Hold or "Drop")*

1. Time Drill Started:       (am / pm) Time Drill Completed:       (am / pm)
2. Total number of staff involved in the drill activity?
3. Total number of students involved in the drill activity?
4. Did any special needs students participate in the drill? If yes, about how many?
5. Did you encounter any challenges with the special needs children? (Y/N)
6. If yes, please describe challenges: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(Omit #8 for Drop/Cover/Hold” or “Shelter-in-Place”, "Drop" & "Lockdown")*

1. How long did it take to evacuate all buildings?       (minutes)

(Time from START of drill to the time when last staff or student arrived at the staging area.)

*(Omit #9 for Drop/Cover/Hold or "Drop")*

1. Did you establish an Incident Command Post? (Y/N)
2. Did staff bring the School Emergency Response Box to the assembly area?(Y/N)
3. Did you use the District's Safe School Plan, Volume 2 - Emergency Procedures during:

(Check all that apply)

Yes, during the planning of the drill.  Yes, during the execution of drill.

Yes, after the drill.  No, we did not use the Safe School Plan.

*(Omit #12, 13 & 14 for Drop/Cover/Hold or "Drop")*

1. Did you use any supplies during the drill? (Check all that apply)

Yes, our staff took supplies out their storing area.

Yes, our staff used the supplies during the drill.

No, we did not use emergency supplies.

1. Were parents notified either before or after the drill? (Y/N)
2. How were parents notified? (method)
3. Did any parents participate in drill? If yes, about how many?
4. What did parents do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Did you encounter any behavioral problems (non-participation, student/staff distractions, etc.) during the drill? If yes, please briefly describe any problems.

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1. Did you encounter problems with any of the following?

*(Omit# “d, e, & f” for Drop/Cover/Hold or "Drop")*

*(Omit # “f” for Campus Protection or "Lockdown")*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Briefly describe these problems: |
| a. Alert System |  |  |  |
| b. Students |  |  |  |
| c. Staff |  |  |  |
| d. Parents |  |  |  |
| e. Supplies |  |  |  |
| f. Evacuation Route |  |  |  |

1. Using a grading scale from A through F, please grade the following:

*(Omit “a, b, & c” for Drop/Cover/Hold or "Drop")*

*(Omit “a” for Campus Protection or "Lockdown")*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | F |
| a. Student behavior during evacuation procedure |  |  |  |  |  |
| b. Student accounting |  |  |  |  |  |
| c. Staff accounting |  |  |  |  |  |
| d. Performance of alert system |  |  |  |  |  |
| e. Performance of members of the school safety team |  |  |  |  |  |
| f. Overall student performance |  |  |  |  |  |
| g. Overall staff performance |  |  |  |  |  |

1. Did you debrief after the drill? (Y/N)
2. What were the three top lessons learned?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How can this drill be improved in the future? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Questions can be directed to [emergencyservices@lausd.net](mailto:emergencyservices@lausd.net) or 213-241-3889.

This form may also be downloaded at <http://emergencyservices.lausd.net>