



L.A. Unified Emergency Drill Evaluation Worksheet

All emergency drill evaluations must be submitted at <http://emergencydrills.lausd.net>. Schools are expected to submit an evaluation after each emergency drill and radio test. **For best results, complete the emergency drill evaluation online using a cell phone during the drill.** Responses may also be entered on this form and then transferred to the online drill evaluation system after the drill using a desktop computer, tablet or cell phone.

Questions with an * require a response.

School*

Today's Date*

First Name*

Last Name*

Email Address*
(use lausd.net)

- 1) Drill Type*
- ☐ fire
 - ☐ earthquake
 - ☐ lockdown
 - ☐ shelter in place

- 2) Select One*
- ☐ new drill submission
 - ☐ drill resubmission
 - ☐ actual emergency

3) Date Conducted*

4) Time Started *

5) Time Completed
(including accounting
for everyone)*

- 6) Alert Type*
- ☐ bell/tone
 - ☐ PA system
 - ☐ megaphone
 - ☐ whistle
 - ☐ other

7) How many minutes did
evacuation take? If no
evacuation, respond "0."*

8) Did everyone on campus
participate?*

☐ yes
☐ no

9) If parents/guardians participated, what were their roles?

10) How were parents/guardians notified about the drill?*

- ☐ letter sent home
☐ sign at entrance/marquee

- ☐ Blackboard Connect
☐ school website/calendar

- ☐ newsletter
☐ no notification

☐ other (specify)

11) Was an Incident Command Post established?*

- ☐ yes
☐ no

12) Did an employee take the School Emergency Response Box to the assembly area/command post?*

- ☐ yes
☐ no

13) How was the school's Integrated Safe School Plan (ISSP) used for the drill? (Mark all that apply)

- ☐ during the planning of the drill
☐ during the execution of the drill
☐ after the drill
☐ did not use the ISSP

14) Comments regarding the ISSP

15) Rate each of the below aspects of the drill. Five is the highest.

a) Student performance of emergency procedures*	5 4 3 2 1 n/a	b) Employee performance of emergency duties and procedures*	5 4 3 2 1 n/a	c) Emergency team(s) performance of duties*	5 4 3 2 1 n/a	d) Accounting for everyone*	5 4 3 2 1 n/a	e) Alert system*	5 4 3 2 1 n/a
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16) Did the School Safety Committee and/or Emergency Team Leaders debrief after the drill?*

- ☐ yes
☐ no

17) List the top lesson learned from this drill and how it will be addressed.

18) What District training support would improve emergency drills and/or preparedness?

A drill certificate of completion will be emailed upon submitting this evaluation online. Emails containing drill and radio test certificates and response summaries should be archived. Drill certificates should be printed and retained in the emergency drill log book for proof of compliance during inspections. Questions can be directed to emergencyservices@lausd.net or 213-241-5337.