

Grand Coulee Dam School District Emergency Drill Reporting Form

[RCW 28A.320.125](#) requires all public school districts and public schools to have current school safety plans and procedures in place. It also requires all schools to conduct no less than one safety-related drill each month. Over the course of the school year, schools must conduct:

- 3 fire evacuation drills per school year
- 3 lockdown drill per school year
- 1 shelter-in-place drill per school year
- 1 drill using the school mapping system
- 1 high-risk event drill determined by the school —earthquake, tsunami, lahar, flood, or other high risk event drills are encouraged.

Schools must document the date and time of each drill.

School: _____		Date:	
District:			
Name/Title of Person Completing Form:		# Students:	# Staff:
Time Alarm Sounded:	Time Drill Concluded:	Time to Evacuate: (evacuation drills only)	
Type of Drill:	Type of School/Building	Weather Conditions:	
<ul style="list-style-type: none"> <input type="radio"/> Fire / Evacuation <input type="radio"/> Lockdown <input type="radio"/> Modified Lockdown <input type="radio"/> Shelter-in-Place <input type="radio"/> Earthquake <input type="radio"/> Forest Fire / Smoke <input type="radio"/> Medical Emergency <input type="radio"/> Bomb Threat <input type="radio"/> Weather Emergency <input type="radio"/> Evacuate to alternate site <input type="radio"/> Other: _____ 	<ul style="list-style-type: none"> <input type="radio"/> Pre-School <input type="radio"/> Elementary <input type="radio"/> Middle School <input type="radio"/> High School <input type="radio"/> K-8 <input type="radio"/> K-12 <input type="radio"/> Alternative School <input type="radio"/> Transportation <input type="radio"/> Warehouse <input type="radio"/> Administration <input type="radio"/> Other 	<ul style="list-style-type: none"> <input type="radio"/> Clear <input type="radio"/> Cloudy <input type="radio"/> Raining <input type="radio"/> Rain and wind <input type="radio"/> Windy <input type="radio"/> Snow / Sleet <input type="radio"/> Hail <input type="radio"/> Hot (Above 80 degrees) <input type="radio"/> Cold (40 to 10 Degrees) <input type="radio"/> Severe cold (_____°) 	
Participants: (check all that apply)	Notification & All Clear Method:	Situation at Start of Drill:	
<ul style="list-style-type: none"> <input type="radio"/> School Administrators <input type="radio"/> Teachers / Para-educators <input type="radio"/> Custodial Staff <input type="radio"/> Students <input type="radio"/> School Security Officers <input type="radio"/> Law Enforcement <input type="radio"/> Fire Department <input type="radio"/> Emergency Medical Services <input type="radio"/> County Emergency Mgmt. <input type="radio"/> Parents and /or Volunteers <input type="radio"/> Other _____ 	<ul style="list-style-type: none"> <input type="radio"/> Bell or Buzzer <input type="radio"/> Enhanced Alert System <input type="radio"/> Intercom <input type="radio"/> Phone <input type="radio"/> Voice Notification <input type="radio"/> Siren <input type="radio"/> Reverse 911 or Shout Out <input type="radio"/> Other: _____ 	<ul style="list-style-type: none"> <input type="radio"/> Before School <input type="radio"/> During Class Time <input type="radio"/> Passing Time <input type="radio"/> Recess <input type="radio"/> Lunch Time <input type="radio"/> Assembly <input type="radio"/> After School <input type="radio"/> Other: _____ 	

Mapping System Used?	Staff previously trained on emergency procedures this year?	Students previously trained on emergency procedures this year?
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Incident Command System Used?	Incident Commander:	Operations Chief:
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Problems Encountered: (Check all that apply)		
<input type="radio"/> Congestion in hallways <input type="radio"/> Alarm not heard <input type="radio"/> Students unsure of what to do / proper response <input type="radio"/> Staff unsure of responsibilities / proper response <input type="radio"/> Use of personal technologies by students <input type="radio"/> Use of personal technologies by staff <input type="radio"/> Unable to lock doors <input type="radio"/> Windows not covered <input type="radio"/> Windows left open <input type="radio"/> Doors left open <input type="radio"/> Students not accounted for / attendance <input type="radio"/> Difficulties with evacuation of disabled students or staff <input type="radio"/> Staff and Adults accounted for <input type="radio"/> Staff not serious about drill <input type="radio"/> Unable to access school mapping system <input type="radio"/> Students unaccounted for (note # below)	<input type="radio"/> Radio communication problems <input type="radio"/> Network / computer problems <input type="radio"/> Weather-related problems <input type="radio"/> Noise impedes communications <input type="radio"/> Students not out of sight (lockdown drill) <input type="radio"/> Long time to evacuate building <input type="radio"/> Students not serious about drill <input type="radio"/> Frightened students (lockdown drill) <input type="radio"/> Improper or unavailable supplies <input type="radio"/> <u>Confusion</u> <input type="radio"/> <u>Doors or Exits blocked</u> <input type="radio"/> Transportation <input type="radio"/> Interagency miscommunications <input type="radio"/> Incident command problems <input type="radio"/> Other: _____	
Extenuating Circumstances / Identified Factors / Special Conditions Simulated:		
Mitigation / Plans for Improvement: (check all that apply and explain below)		
<input type="radio"/> Additional staff training <input type="radio"/> Additional student training <input type="radio"/> Address need for additional equipment <input type="radio"/> Improved emergency supplies	<input type="radio"/> Cooperative planning with responders <input type="radio"/> Revised emergency procedures <input type="radio"/> Improved communication <input type="radio"/> Other - _____	
Explain correction needed and who is responsible for any corrective efforts here:		