

Emergency Drill Data Worksheet

Use this form to record your drill information, then go to EmergencyDrills.lausd.net, 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?
 Bell Voice through Intercom/PA Bull Horn Whistle

(Omit #2 for Drop/Cover/Hold or "Drop")
2. Time Drill Started: _____ (am / pm) Time Drill Completed: _____ (am / pm)
3. Total number of **Staff** involved in the drill activity? _____
4. To number of **Students** involved in the drill activity? _____
5. Did any **special needs students** participate in the drill? If yes, about how many? _____
6. Did you encounter any challenges with the special needs children? (Y/N) _____
7. If yes, Please describe challenges: _____

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- (Omit#8 for Drop/Cover/Hold" or "Shelter-in-Place", "Drop" & "Lockdown")
8. 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")
9. Did you establish an Incident Command Post? (Y/N) _____
 10. Did staff bring the School Emergency Response Box to the assembly area?(Y/N) _____
 11. Did you use the District's Safe School Plan Vol. 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")
12. 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
 13. Were parents notified either before or after the drill? (Y/N) _____
 14. How were parents notified? (method) _____

15. Did any parents participate in drill? If yes, about how many? _____
16. What did parents do? _____
17. Did you encounter any behavioral problems (non-participation, student/staff distractions, etc.) during the drill? If yes, please briefly describe any problems.
- _____
- _____

18. 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			

19. 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					

20. Did you debrief after the drill? (Y/N) _____
21. What were the three top lessons learned?
1. _____
2. _____
3. _____
22. How can this drill be improved in the future? _____
- _____
- _____

For questions on how to use this form see REF-1314.1 or call Emergency Services at 213-241-3889. For additional forms download them from www.lausd-oehs.org/emergencyservices.asp