

# Emergency Drill Reporting Form

(For compliance with 2008 fire code revisions in WAC 51-54-000 and SSB 5097)



School:		Date:	
District:		School ID #:	
Person Completing Form and Title:		# Students:	# Staff:

Attach to this form a list of all staff who participated in the drill, and any visitors participating.

Time Alarm Sounded:	Time Drill Concluded:	Time to Evacuate: (fire evac drills only)
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<b>Type of Drill:</b> <input type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Modified Lockdown <input type="checkbox"/> Shelter-in-Place <input type="checkbox"/> Earthquake <input type="checkbox"/> Tsunami <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Lahar <input type="checkbox"/> Weather Emergency <input type="checkbox"/> Other: _____	<b>Type of School:</b> <input type="checkbox"/> Elementary <input type="checkbox"/> Middle School <input type="checkbox"/> Junior High School <input type="checkbox"/> High School <input type="checkbox"/> K-8 <input type="checkbox"/> K-12 <input type="checkbox"/> Alternative School <input type="checkbox"/> Other	<b>Weather Conditions:</b> <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Rain and wind <input type="checkbox"/> Windy <input type="checkbox"/> Snow / Sleet <input type="checkbox"/> Hail
<b>Participants:</b> (check all that apply) <input type="checkbox"/> School Administrators <input type="checkbox"/> Teachers / Paraeducators <input type="checkbox"/> Custodial Staff <input type="checkbox"/> Students <input type="checkbox"/> School Security Officers <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> County Emergency Mgmt. <input type="checkbox"/> Other _____	<b>Notification / Alert Method:</b> <input type="checkbox"/> Bell or Buzzer <input type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Intercom <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren <input type="checkbox"/> Other: _____	<b>Situation at Start of Drill:</b> <input type="checkbox"/> Before School <input type="checkbox"/> During Class Time <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input type="checkbox"/> Lunch Time <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other: _____ _____
<b>School Mapping System:</b> <input type="checkbox"/> Mapping system used <input type="checkbox"/> Mapping system not used	<b>Staff previously trained on emergency procedures this year?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Students previously trained on emergency procedures this year?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Incident Command System Used?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Incident Commander:</b>	<b>Operations Chief:</b>

OSPI intends that this document will serve as guidance to schools for compliance with fire code changes and SSB 5097. This form should be adapted for local use as appropriate, after consultation with local fire and emergency officials. Revision date: 5/8/08.

<b>Problems Encountered:</b> (Check all that apply)	
<input type="checkbox"/> Congestion in hallways <input type="checkbox"/> Alarm not heard <input type="checkbox"/> Students unsure of what to do / proper <input type="checkbox"/> Staff unsure of responsibilities / response <input type="checkbox"/> Weather-related problems <input type="checkbox"/> Unable to lock doors <input type="checkbox"/> Windows not covered <input type="checkbox"/> Windows left open <input type="checkbox"/> Doors left open <input type="checkbox"/> Lights left on <input type="checkbox"/> Students not accounted for / attendance <input type="checkbox"/> Difficulties with evacuation of disabled students or staff <input type="checkbox"/> Unable to access school mapping system <input type="checkbox"/> Students unaccounted for (note # below)	<input type="checkbox"/> Radio communication problems <input type="checkbox"/> Network / computer problems <input type="checkbox"/> Noise impedes communications <input type="checkbox"/> Students not out of sight (lockdown drill) <input type="checkbox"/> Long time to evacuate building <input type="checkbox"/> Students not serious about drill <input type="checkbox"/> Frightened students (lockdown drill) <input type="checkbox"/> Improper or unavailable supplies (SiP) <input type="checkbox"/> Confusion <input type="checkbox"/> Doors or Exits blocked <input type="checkbox"/> Transportation <input type="checkbox"/> Interagency miscommunications <input type="checkbox"/> Incident command problems <input type="checkbox"/> Other: _____ _____

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

<b>Mitigation / Plans for Improvement:</b> (check all that apply and explain below)	
<input type="checkbox"/> Additional staff training <input type="checkbox"/> Additional student training <input type="checkbox"/> Address need for additional equipment <input type="checkbox"/> Improved emergency supplies	<input type="checkbox"/> Cooperative planning with responders <input type="checkbox"/> Revised emergency procedures <input type="checkbox"/>

**Explain corrective efforts here:**