

School Security Drill Checklist

Foundation of Drill

- Create a Project Timeline:
- Identify Planning Team Members:
 - School Personnel
 - Law Enforcement
 - Fire Officials
 - Emergency Responders
 - Other
- Assign Responsibilities to Planning Team Members

Design & Development of Drill Scenario

- Outline Concepts & Objectives of Drill
 - Identify the type of drill
 - Identify when the drill will take place
 - Identify who will participate in the drill
- Draft Purpose & Scope of Drill
 - Identify the specific items, procedures, protocols that will be drilled

Pre-Drill

- Review School Safety and Security Procedures with ALL school personnel and students.
 - Faculty, Staff, Janitorial, Maintenance, Transportation & Food Service personnel.
- Review emergency duties:
 - Faculty/staff
 - Administrators
 - School Resource Officer (SRO) (if any)
 - Guards/ Security Staff (if any)
 - Public information officer/ Spokesperson
 - Other
- Notify parents of the schools drill plan. This can be done at the beginning of each school year by outlining the different drills that will be held during the school year.
- Review and test communication protocols:
 - Communication between different groups (i.e. emergency responders, school personnel, medical, fire).
 - Communication between school personnel.
 - Communication with classes outside of the building.
 - Communication from classes inside the building to the main office or Command Post.
 - Communication with district/county office of education.
 - Communication with parents/media.

Drill

- Use simple language to make emergency announcements (i.e. Lockdown, Evacuation, Shelter-in-Place).
 - The Federal Emergency Management Agency (FEMA) discourages using codes and signals because it may confuse people. If codes are used make sure substitute teachers are aware of them.
 - Use clear statement to indicate actions that should be taken.
 - Make sure it can be heard/communicated everywhere on the school campus.
 - Have an “ALL Clear” procedure to terminate the action so everyone can recognize the emergency situation has been resolved.
- Is the emergency alert/announcement clearly communicated and understood throughout the school facility?
- Are students and staff secure and following procedures and protocols according to the school’s emergency procedures?
- Do teachers/classrooms have a means/method to communicate with the main office/command post?
- Are procedures for students and staff in hallways, bathrooms and open areas being followed?
- Are procedures for students and staff in the cafeteria, gym and outside the building being followed?

Post-Drill Evaluation

- Conduct a debriefing session to discuss lessons learned and/or measures for improvement. Include key stakeholders:
 - Emergency responders
 - Teachers/ Staff
 - Students (if appropriate)
 - Other
- Review the following:
 - How long did the drill take?
 - Who designed the drill?
 - What worked well?
 - What needs to be improved?
 - Do any other people need to be added to your team?
 - What would the emergency response time be if this were not a drill?
 - Next Steps
- Prepare an After-Action Report (AAR) to share with key stakeholders.
 - The AAR captures observations of an exercise/drill and makes recommendations for improvements.

Improvement Plan

- Review and update plans, procedures as necessary per the After-Action Report.
 - An improvement plan identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion.

Considerations for Drills:

Conditions:

Emergency situations may occur at any time during the day or year. It is beneficial to conduct drills and have protocols in place for:

- Lunch period when cafeterias are occupied.
- During class changes.
- Recess or gym classes.
- Arrivals and dismissal time.
- After school hours (i.e. dances, theater, athletic events.)

Communications:

- Strictly prohibit/monitor use of cell phones by staff/students. During an actual emergency they can lead to confusion or misinformation.
- Identify communication procedures for staff, teachers, parents, students and press. All should be aware of procedures before a drill takes place.