

# LOCKDOWN DRILL OBSERVATION

District: \_\_\_\_\_

Contact: \_\_\_\_\_

School: \_\_\_\_\_

Drill Scenario: \_\_\_\_\_

Date: \_\_\_\_\_

OSPEP Staff: \_\_\_\_\_

PRE-DRILL PLANNING			
Y	N	N/A	
<b>LOGISTICS</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your school have more than one floor? If so, how many? (include basement if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all classrooms have locking capabilities? If so, do ALL teachers have keys (including substitutes)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If substitutes do not have keys, are there procedures in place for ensuring their classrooms are behind locked doors? If so, what are they?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your cafeteria, auditorium, library/media room have locking capabilities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have security guards? If so, are they aware of their lockdown location? Has this been practiced?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your central office staff know where they are to lockdown?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all classrooms have the ability to communicate with office staff in their lockdown location?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there protocols in place for children who may be in the bathroom? If so, what are they?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can more than one person begin/end a lockdown? If so, who?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are staff members trained to listen for a closing statement to end a drill vs. voice recognition?
<b>PLANNING PROCESS</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were all key stakeholders involved in the planning process (i.e. law enforcement, fire officials, emergency management officials, teachers, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will you be drilling a specific scenario?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has this drill been conducted this year?
<b>TRAINING</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the School Safety and Security Plan been disseminated to ALL employees? Have emergency duties been reviewed with ALL employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have groups been trained/practiced separately prior to drill? (Round table/actual practice drill).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were the following included in training? Faculty, Staff, Substitutes, Janitorial, Maintenance, Transportation & Food Service personnel.

## PRE-DRILL PLANNING

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Are staff members familiar with procedures for handling students with special needs?
<b>NOTIFICATION</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Has notification been sent out to parents regarding the school's drill plan?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Were parents notified prior to the drill?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Were emergency responders notified prior to drill?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Were staff members and/or students notified prior to drill?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Were emergency responders invited to attend the drill?
<b>COMMENTS:</b>	<p><b>*ADDITIONAL ITEMS TO ASSESS:</b> What information was shared with staff, students, parents and emergency responders prior to the drill and how far in advance? Have emergency responders attended any drills held this year? Were communication protocols reviewed and tested prior to the drill?</p>

## DURING THE DRILL

<b>Y</b> <b>N</b> <b>N/A</b>	
<b>COMMUNICATION</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Was simple language used to make emergency announcements (i.e. Lockdown, Evacuation, Shelter-in-Place, Bomb Threat.)?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Was an emergency code used (i.e. Code Red, "Mr. Greene is in the bldg", etc.)?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Was the emergency announcement heard everywhere on the school campus, including outside the building, gym, cafeteria, bathrooms, etc.?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Do teachers/classrooms have a means/method to communicate with the main office/command post?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Was there an "All Clear" procedure to terminate the action?

<b>COMMENTS:</b>	<b>*ADDITIONAL ITEMS TO ASSESS:</b> Who made the announcement and how was it made? How was the drill completed (i.e. announcement, door-to-door notification, etc.)? Did staff and students know the notification language?
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<b>Y N N/A</b>	
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**GENERAL PROCEDURES – LOCKDOWN**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are students and staff secured behind locked doors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are students and staff following procedures and protocols according to the school's emergency procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are procedures for students and staff in hallways, bathrooms and open areas being followed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are procedures for students and staff in the cafeteria, gym and outside the building being followed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were classroom doors locked in a timely manner?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all classrooms have locks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were all exterior doors locked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did any teachers continue to teach or any staff members continue to work?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are building occupants out of sight?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were lights turned off? Was this determined by law enforcement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were shades up? Was this determined by law enforcement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was a notification system used (ie: red card/green card)? Was this determined by law enforcement?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did teachers/staff open door or answer when someone knocked or tried to open the

	door?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Was a command post identified and used?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Did all the building occupants participate in the drill (i.e. custodial, cafeteria, main office staff, etc.)?
<b>COMMENTS:</b>	<b>*ADDITIONAL ITEMS TO ASSESS:</b> Were classroom doors locked from the interior or exterior? How long did it take to lock-down the building? How were students/staff in the bathroom and hallway notified and handled? If emergency responders arrived, how would they gain entry into the building? Is the school aware of the response time for emergency personnel? How many emergency responders would arrive?
<b>POST-DRILL FOLLOW UP</b>	
<b>Y N N/A</b>	
<b>DEBRIEF</b>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Once completed will staff debrief the drill with students?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Once completed will administrators debrief the drill with staff?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Will the drill debrief include emergency responders?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Will parents be notified of the drill?
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Will after-action items be identified?
<b>COMMENTS:</b>	<b>*ADDITIONAL ITEMS TO ASSESS:</b> How will information be collected from staff, students and those who observed the drill? How long did the drill take? Were substitutes prepared? Did staff or students seem “tipped-off” in advance of the drill? Is the administration familiar with the School Administrator Procedures? Does each classroom have a “flip-chart”?

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**LESSONS LEARNED**

<b>COMMENTS:</b>	<b>*ADDITIONAL ITEMS TO ASSESS:</b> Who observed the drill to assess and provide feedback? Was there any new or interesting use of technology? How were doors locked if there were no keys or locks in doors? Were there any exemplary practices?
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