School Drill Observation Tool

Problems Encountered (Check all that apply)

- ☐ Congestion in hallways
- ☐ Alarm not heard
- ☐ Students unsure of proper procedures
- ☐ Staff unsure of proper procedures
- ☐ Use of personal technologies by students
- ☐ Use of personal technologies by staff
- ☐ Unable to lock doors
- ☐ Windows not covered
- ☐ Windows left open
- ☐ Doors left open
- ☐ Difficulties with evacuation of students or staff with disabilities
- ☐ Staff and adults unaccounted for
- ☐ Students unaccounted for
- ☐ Staff not serious about drill
- ☐ Students not serious about drill
- ☐ Radio communication problems
- ☐ Network/computer problems
- ☐ Weather-related problems
- ☐ Noise impedes communications
- ☐ Students not out of sight (safety/security drill)
- ☐ Long time to evacuate building
- ☐ Frightened students (safety/security drill)
- ☐ Improper or unavailable supplies
- ☐ Confusion
- ☐ Doors or exits blocked
- ☐ Transportation issues
- ☐ Interagency communication issues
- ☐ Incident command problems
- ☐ Other: _____

Weather Conditions

- ☐ Clear
- ☐ Cloudy
- ☐ Raining
- ☐ Rain and wind
- ☐ Windy
- ☐ Snow or Sleet
- ☐ Hot (above 80 degrees)
- ☐ Cold (10 to 40 degrees)

Plans for Improvement

- ☐ Additional staff training
- ☐ Additional student training
- ☐ Address need for additional equipment
- ☐ Improved emergency supplies
- ☐ Cooperative planning with responders
- ☐ Revised emergency procedures
- ☐ Improved communication
- ☐ Other: _____

Additional Comments