

Emergency Drill Checklist

SCHOOL

DATE OF DRILL

ADMINISTRATOR CONDUCTING DRILL

TIME OF DRILL

Type of Drill

Earthquake	Evacuation	Hold and Secure
Shelter in Place	Lockdown	Room Clear

Timing of Drill

Classes in session	Between classes	Lunch/recess	Before/after school
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Was Fire Alarm Used During Drill?

Yes No

Time to Complete Drill

Evaluation Criteria

Check Yes or No →

Yes	No	Police, fire, alarm company notified prior to drill
Yes	No	Signs indicating drill placed outside of school
Yes	No	Appropriate announcement completed
Yes	No	Classrooms with loud or alternate environments notified
Yes	No	Hallways checked and people moved into rooms
Yes	No	Exterior doors were locked (not Lockdown)
Yes	No	Classroom doors closed and locked (if equipped)
Yes	No	Staff and students out of sight with lights off (Lockdown only)
Yes	No	Silence achieved (Lockdown only)

Comments

ADMINISTRATOR'S SIGNATURE



society christian schools
british columbia