

# School Drill and Incident Review

## For Alberta independent schools

Use after a practice drill or an actual incident to identify strengths, correct gaps and plan recovery. Complete pages 1, 2 and 4 each time. Use page 3 when an incident or drill causes distress, injury or disruption; otherwise mark it not needed.

Suggested timing: capture observations the same day when safe; review drills within two school days and actual incidents once immediate needs are stable. Set further review dates to suit the event. These are working targets, not legal deadlines.

Incident Date \_\_\_\_\_ Reviewer \_\_\_\_\_ Review date \_\_\_\_\_

**Event** ☐ Practice drill ☐ Actual incident

**Type** ☐ Fire or evacuation ☐ Lockdown ☐ Hold and secure ☐ Shelter in place ☐ Other \_\_\_\_\_

**Context** ☐ Class time ☐ Recess or lunch ☐ Arrival or dismissal ☐ Other \_\_\_\_\_

**Participants** Students \_\_\_\_\_ Staff \_\_\_\_\_ Visitors and others \_\_\_\_\_

**Input gathered from** ☐ Staff ☐ Students as appropriate ☐ Families ☐ Responders

## What was planned or what triggered the response

Start or alarm \_\_\_\_\_ Protective action complete \_\_\_\_\_ All accounted for \_\_\_\_\_

All clear \_\_\_\_\_ Normal operations resumed \_\_\_\_\_ ☐ Estimated times

## Core response review

For checks on pages 1 and 2, enter Y = worked, A = action needed, NA = not applicable or NT = not tested. Explain A or NT in the notes and record follow-up on page 4.

| Review check                                                                            | Result |
|-----------------------------------------------------------------------------------------|--------|
| The response matched the situation and staff understood who was in charge.              |        |
| Alarms or instructions reached classrooms, gym, grounds and other occupied spaces.      |        |
| Staff, including substitutes and support staff, understood and carried out their roles. |        |
| Students, staff and visitors were accounted for; discrepancies were resolved safely.    |        |
| Individual mobility, sensory, communication and medical needs were supported.           |        |
| Phones, radios, attendance records, keys and backup arrangements were usable.           |        |
| All clear, re-entry or release followed the school plan and responder direction.        |        |

## Review the response used

Complete the relevant sections. Use the school emergency plan agreed with local responders as the reference. This form evaluates the response; it does not replace emergency procedures.

### Fire drill or evacuation

| Review check                                                                        | Result |
|-------------------------------------------------------------------------------------|--------|
| The alarm was recognized and occupants left promptly without collecting belongings. |        |
| Primary or alternate exits were usable; movement avoided congestion and hazards.    |        |
| Assembly areas were safe, accessible and clear of emergency vehicle access.         |        |
| Attendance was checked at assembly; missing or extra people were reported promptly. |        |

### Lockdown

| Review check                                                                         | Result |
|--------------------------------------------------------------------------------------|--------|
| The lockdown message was clear and occupants used designated secure locations.       |        |
| Doors, visibility, lighting and noise were managed as the school plan specifies.     |        |
| People in washrooms, hallways, outdoors or separate buildings followed safe options. |        |
| Accountability and communication were handled without exposing people to danger.     |        |

### Hold and secure

| Review check                                                                              | Result |
|-------------------------------------------------------------------------------------------|--------|
| The external threat and hold and secure instructions were understood by staff.            |        |
| Outside groups moved to safety and exterior access was controlled under the plan.         |        |
| Arrivals, visitors, deliveries, buses and dismissal were managed safely.                  |        |
| Indoor activity, supervision and updates followed the plan until an authorized all clear. |        |

### Shelter in place or another response if used

| Review check                                                                       | Result |
|------------------------------------------------------------------------------------|--------|
| The shelter or other protective action suited the hazard and remained accessible.  |        |
| Building controls, supplies and medical needs were managed as the hazard required. |        |

### Communication and coordination

| Review check                                                                          | Result |
|---------------------------------------------------------------------------------------|--------|
| Drill notices or actual emergency contacts reached responders and partners as needed. |        |
| Families received accurate, timely instructions; access and release were controlled.  |        |

### What worked well and should be kept

### What did not work and why including delays or untested arrangements

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## Recovery and return to learning

☐ Needed ☐ Not needed Reason \_\_\_\_\_

Recovery lead \_\_\_\_\_ Next check-in date \_\_\_\_\_

Start recovery support as soon as it is safe. Review operational facts without requiring people to retell distressing experiences. Offer private, voluntary support and use qualified professionals for counselling needs.

Mark each item D = done, A = action needed or NA = not applicable. Carry outstanding actions to page 4. Keep names and personal support details in a separate restricted record.

### Safety and practical needs

| Review check                                                                                | Result |
|---------------------------------------------------------------------------------------------|--------|
| Immediate injuries, medical needs and essential care were addressed.                        |        |
| Ongoing hazards were controlled; responder clearance and any building checks were recorded. |        |
| Family reunification or alternative care arrangements were completed and documented.        |        |

### Student staff and family support

| Review check                                                                                     | Result |
|--------------------------------------------------------------------------------------------------|--------|
| Affected students and staff, including witnesses and absent people, were considered for support. |        |
| A trusted adult, quiet supervised space and appropriate outside supports were available.         |        |
| Families were contacted about individual concerns and told how to obtain support.                |        |
| Staff had practical support, relief coverage or workload adjustments where needed.               |        |
| A person was assigned to check for continuing or delayed concerns and follow up referrals.       |        |

### Communication and school operations

| Review check                                                                                      | Result |
|---------------------------------------------------------------------------------------------------|--------|
| Staff and families received confirmed facts, next steps and the time of the next update.          |        |
| A designated spokesperson handled inquiries and corrected rumours while protecting privacy.       |        |
| Staffing, transport, facilities, supplies and records supported a safe return or alternate site.  |        |
| Learning routines resumed with suitable flexibility for attendance, workload and affected groups. |        |

### Recovery arrangements and remaining needs including who will follow up

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Return to learning ☐ Normal routine ☐ Modified routine ☐ Alternate site or learning

Date \_\_\_\_\_ Approved by \_\_\_\_\_

Next student and staff support check \_\_\_\_\_ Longer-term review \_\_\_\_\_

For a serious incident, consider further check-ins over the following weeks and around reminders or anniversaries. Continuing support needs may remain after operational actions are completed.

## Actions and follow up

Act on immediate safety gaps at once. For each gap, identify a practical fix, one responsible person and a due date. Verify the fix through inspection, staff practice or another drill. Add rows or an attachment as needed.

| Issue and required action | Responsible person | Due date | Verification and date |
|---------------------------|--------------------|----------|-----------------------|
| 1                         |                    |          |                       |
| 2                         |                    |          |                       |
| 3                         |                    |          |                       |
| 4                         |                    |          |                       |

Immediate safety measures already taken

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Plan updates or staff training needed \_\_\_\_\_

Next drill or verification date \_\_\_\_\_ Follow-up lead \_\_\_\_\_

### Records and closeout

- ☐ Review and relevant logs or observations filed securely
- ☐ Required notifications and separate incident reports checked and completed
- ☐ Lessons shared with staff and the school operator or board as appropriate
- ☐ Procedures updated and changes communicated   ☐ Fixes verified

Status   ☐ Open   ☐ Operational actions complete with ongoing support   ☐ Closed

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Keep this review with school emergency records. Limit access to those who need it; retain original incident evidence and keep individual support records separately. Check applicable reporting obligations independently of this review.