|  |  |  |  |
| --- | --- | --- | --- |
| **PERSON COMPLETING** | Student | **DATE**: | 1/3/2019 |

|  |  |  |
| --- | --- | --- |
| **TIME DRILL CALLED:** | **TIME DRILL ENDED:** | **TIME TOOK TO EVACUATE:** |
| 9.15am | 9.45am | 3 minutes |

|  |  |  |
| --- | --- | --- |
| **TYPE OF DRILL** | **NOTIFICATION OF ALERT** | **WEATHER CONDITIONS** |
| * Fire / Evacuation
* Lockdown
* Modified Lockdown
* Earthquake
* Medical Emergency
* Weather Emergency
* Other:
 | * Bell or whistle
* Phone
* Voice Notification
* Siren
* Other:
 | * Clear
* Hot
* Cold
* Cloudy
* Raining
* Rain and wind
* Windy
* Hail
 |
| **PARTICIPANTS** (check all that apply) | **SITUATION OF START OF DRILL** | **WERE THESE ITEMS TAKEN ON DRILL** |
| * Staff
* Visitors
* Volunteers
* children
* Other
 | * Before Business Hours
* During Business Hours
* Lunch Time
* After Business Hours
* Other:
 | * Sign in and out sheets
* Evacuation bag
* Mobile phone
* Other: Epipen
 |
| **WERE ALL CHILDREN SIGNED IN** | **WERE ALL VISITORS SIGNED IN** | **DATE OF NEXT DRILL** |
| * No
* Yes
 | * No
* Yes
 | 1/7/2019 |
| **WHO WILL CALL THE NEXT DRILL?** |
| Director |
| **PROBLEMS ENCOUNTERED** (Check all that apply) |
| * Congestion in hallways
* Alarm not heard
* Employees unsure of what to do / proper
* Staff unsure of responsibilities / response
* Weather-related problems
* Personnel not accounted for / attendance
* Difficulties with evacuation of disabled personnel, customers or visitors
* Personnel unaccounted for (note # below)
* People/child not signed in.
* Network / computer problems
 | * Long time to evacuate building
* Noise impedes communications
* Personnel not out of sight (lockdown drill)
* Personnel not serious about drill
* Improper or unavailable supplies
* Confusion
* Doors or Exits blocked
* miscommunications
* Incident command problems
* Other:

   |

|  |
| --- |
| **EXTENUATING CIRCUMSTANCES/IDENTIFIED FACTORS/SPECIAL CONDITIONS SIMULATED:** |
| Not applicable |

|  |  |
| --- | --- |
| **PLANS FOR IMPROVEMENT:**(check all that apply and explain below) | **FOLLOW UP:** |
| * Additional staff training
* Address need for additional equipment
* Improved emergency supplies
* Revised emergency procedures
* Other: *Revised visitor check in record procedure and staff training*
 | *Visitor Check In Procedure Communicated to ALL staff and monitored for compliance***Visitors**/Check In. Between the hours of 6:30 a.m. and 5:30 p.m. All **visitors** to Service are required to park their vehicle in the **visitor** parking lot, walk to Director Office, sign in and obtain a temporary **visitor** pass with the receptionist/or staff member. ID is required stating name/contact/car registration number. If entering the children’s areas a working with children check number is required. A visitor will not be left unattended at any time during the visit.*Fire Warden is to collect the Visitor Log in the event of an evacuation and provide to Emergency Services* |
| **SIGNED *(RESPONSIBLE PERSON)*** |
| **NAME: Director SIGNATURE: Director** |

**NOTES:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |