



Manhattan Beach Unified School District

325 South Peck Avenue • Manhattan Beach • California 90266 • (310) 318-7345 • FAX (310) 303-3822

EMERGENCY DRILL DATA WORKSHEET

Use this form to record your drill information.

(Choose one)

- | | |
|---|---|
| <input type="checkbox"/> Fire | <input type="checkbox"/> Shelter in Place |
| <input type="checkbox"/> Earthquake drill with evacuation | <input type="checkbox"/> Lockdown |
| <input type="checkbox"/> Earthquake, Drop/Cover/Hold only | |

Date: ___/___/___

Name: _____ Position: _____

E-Mail: _____

- What type of alert system did you use to alert students/staff of the drill?
 Fire Alarm/Bell Voice through Intercom/PA Bull Horn Whistle
- Time Drill Started: _____ (am / pm) Time Drill Completed: _____ (am / pm)
- Total number of staff involved in the drill activity?
- Total number of students involved in the drill activity?
- Did any special needs students participate in the drill? If yes, about how many?
- Did you encounter any challenges with the special needs children? (Y/N)
- If yes, please describe challenges: _____

- If you evacuated, how long did it take to evacuate all buildings? _____ (minutes)
(Time from START of drill to the time when last staff or student arrived at the staging area.)
- Did you establish an Incident Command Post? (Y/N/NA)
- Did staff bring the Emergency Response Information to the assembly area?(Y/N/NA)
- Did you use the School's Comprehensive Safe School Plan Procedures during:
(Check all that apply)
 Yes, during the planning of the drill. Yes, during the execution of drill.
 Yes, after the drill. No, we did not use the Comprehensive Safe School Plan.
- Did you use any supplies during the drill? (Check all that apply)
 Yes, our staff took supplies out their staging area.
 Yes, our staff used the supplies during the drill.
 No, we did not use emergency supplies.
 No, we only did an Earthquake Drop/Cover drill.
- Were parents notified either before or after the drill? (Y/N)
- How were parents notified? (method)
- Did any parents participate in drill? If yes, about how many?

16. What did parents do? _____
17. Did you encounter any behavioral problems (non-participation, student/staff distractions, etc.) during the drill? If yes, please briefly describe any problems.
- _____
- _____

18. Did you encounter problems with any of the following?

	Yes	No	Not a part of the drill	Briefly describe these problems:
a. Alert System				
b. Students				
c. Staff				
d. Parents				
e. Supplies				
f. Evacuation Route				

19. Using a grading scale from A through F, please grade the following:

	A	B	C	D	F
a. Student behavior during evacuation procedure					
b. Student accounting					
c. Staff accounting					
d. Performance of alert system					
e. Performance of members of the school safety team					
f. Overall student performance					
g. Overall staff performance					

20. Did you debrief after the drill? (Y/N)

21. What were the three top lessons learned?

1. _____
2. _____
3. _____

22. How can this drill be improved in the future?

Questions can be directed to Megan Locklear, Assistant Superintendent, Student Services at mlocklear@mbusd.org. This form may also be downloaded at: <https://bit.ly/2UhpXFA>