Emergency Drill Reporting

Introduction

[Second Substitute House Bill 1216 (2019–20) Session Law](#) changed the configuration of required emergency drills, which all schools are required to conduct. 2SHB 1216 (2019–20) recognizes that, due to geographic location, schools have unique safety challenges. It is the responsibility of school principals and administrators to assess the threats and hazards most likely to impact their school.

Schools are required to have at least one drill per month, including summer sessions with students. Drills must practice four basic functional threat or hazard responses:

1. ***Shelter-in-Place***—To limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants, released into the environment by isolating the inside environment from the outside
2. ***Lockdown***—To isolate students and staff from threats of violence, such as suspicious trespassers or armed intruders, that may occur in a school or in the vicinity of a school; and
   a. [Substitute House Bill (SHB) 1941 (21–2022) Session Law](#) adds the following language: "Lockdown drills may not include live simulations of or reenactments of active shooter scenarios that are not trauma-informed and age and developmentally appropriate."
3. ***Evacuation***—To move students and staff away from threats, such as fires, oil train spills, or tsunamis
   a. In addition, a pedestrian evacuation drill must be included for schools in either a mapped tsunami or lahar hazard zone
4. ***Earthquake***—To practice the "drop, cover, and hold" protocol
   a. The annual October [Great Washington ShakeOut](#) provides an excellent opportunity to practice drop, cover and hold on

At a minimum, schools shall document the date, time, and type of each required drill, and shall maintain the documentation in the school office. Districts and schools may also determine additional documentation sites and methods.

Sample Emergency Drill Reporting Form

Sample Emergency Drill Reporting Form	
Date:	
School:	
District:	
Your Name and Title:	
Number of Students:	
Number of Staff:	

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Time Alarm Sounded:	
Time Drill Concluded:	
Time to Evacuate (Evacuation Drills Only):	
Type of Drill:	☐ Shelter-in-Place ☐ Lockdown ☐ Evacuation ☐ Earthquake ☐ Other: Additional Notes:
Type of School/Building:	☐ Pre-School ☐ Elementary ☐ Middle School ☐ High School ☐ K–8 ☐ K–12 ☐ Alternative School ☐ Transportation ☐ Warehouse ☐ Administration ☐ Other: Additional Notes:
Weather Conditions:	☐ Clear ☐ Cloudy ☐ Raining ☐ Rain and wind ☐ Windy ☐ Snow and/or Sleet ☐ Hail ☐ Hot (Above 80 degrees) ☐ Cold (40 to 10 Degrees) ☐ Severe cold (_____0) Additional Notes:
Participants:	☐ School Administrators ☐ Teachers / Para-educators ☐ Custodial Staff ☐ Students ☐ School Security Officers

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	☐ Law Enforcement ☐ Fire Department ☐ Emergency Medical Services ☐ County Emergency Mgmt. ☐ Parents and /or Volunteers ☐ Other: Additional Notes:
Notification:	☐ Bell or Buzzer ☐ Enhanced Alert System ☐ Intercom ☐ Phone ☐ Voice Notification ☐ Siren ☐ Reverse 911 or Shout Out ☐ Other: Additional Notes:
Situation at Start of Drill:	☐ Before School ☐ During Class Time ☐ Passing Time ☐ Recess ☐ Lunch Time ☐ Assembly ☐ After School ☐ Other: Additional Notes:
Staff Previously Trained on Emergency Procedures this School Year?	☐ Yes ☐ No
Students Previously Trained on Emergency Procedures this School Year?	☐ Yes ☐ No
Incident Command System Used?	☐ Yes ☐ No
Incident Commander:	
Operations Chief:	
Problems Encountered:	☐ Congestion in Hallways ☐ Alarm not Heard

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	☐ Students Unsure of what to do and/or ☐Proper Response ☐ Staff Unsure of Responsibilities and/or Proper Response ☐ Use of Personal Technologies by Students ☐ Use of Personal Technologies by Staff ☐ Unable to Lock Doors ☐ Doors left Open ☐ Windows not Covered ☐ Windows Left Open ☐ Difficulties with Evacuation of People with Disabilities ☐ Staff and/or Adults Unaccounted for ☐ Number of Adults Unaccounted for: ☐ Students unaccounted for ☐ Number of Students Unaccounted for: ☐ Radio Communication Problems ☐ Network or Computer Problems ☐ Weather Related Problems ☐ Noise Impeding with Communications ☐ Students Visible (Lockdown Drill) ☐ Long Evacuation Times ☐ Improper or Unavailable Supplies ☐ Blocked Door(s) or Exit(s) ☐ Transportation Issues ☐ Interagency Miscommunications ☐ Incident Command System Problems ☐ Other: Additional Notes:
Extenuating Circumstances, Identified Factors, and/or Special Conditions Simulated:	

Mitigation and/or Plans for Improvement:	☐ Additional Staff Training ☐ Additional Student Training ☐ Need for Additional Equipment ☐ Improved Emergency Supplies ☐ Cooperative Planning with Responders ☐ Revised Emergency Procedures ☐ Improved Communication ☐ Other: Additional Notes:
Explain Correction(s) Needed and who is Responsible for any Corrective Efforts:	