

TOOLKIT THREE: AUDIT

DIVERSIFY YOUR DRILLS



- Conduct drills for all emergency scenarios.
- Stagger drill scenarios and times of day.
- Hold drills at non-traditional times (e.g., lunch, opening, recess)
- Block an escape route, requiring use of another. Be sure to prepare students and staff for unexpected circumstances prior to drills.
- Pull a staff member during a drill, requiring another to step in.
- Pull students during a drill, teaching staff to quickly take attendance and report a missing student.
- Visit the evacuation site with students and staff. A known location will be remembered.
- Train substitute teachers and volunteers on your plans and procedures. If active training is not occurring at the district level, be sure that it occurs in your building.
- Follow all drills with a student and staff debrief to increase the teaching and learning opportunities. Ask students and staff about problems they encountered, observations they made, or ideas they have for improvement.