

TOOLKIT THREE: AUDIT CALENDAR OF DRILLS



Practice makes progress and practice takes planning! This calendar depicts how one administrative team plans drills for its school community. It shows a traditional September–June school calendar.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
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Drill Legend Key

<ul style="list-style-type: none"> Fire Bus Evacuation Shelter-in-Place Lockdown 	<ul style="list-style-type: none"> Campus Evacuation Combination (Lockdown-turned-Evacuation) Lock-out/Secure Perimeter
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Consider this: Invite local police and fire to the building during student vacation times. It is a great opportunity to improve their familiarity with the building, advise the staff, and conduct their own drills without interrupting the school day.



Planning Tips and Guidance

- A calendar of drills is essential for planning practice for the school year but, is not intended for distribution or publication within the school community.
- The most effective way to measure the readiness of a school community is through conducting drills at varying and non-traditional times of day (like lunch, recess, arrival and dismissal).
- As always, work with local fire and police departments in planning and conducting drills and check local regulations for number and frequency of drills required in your district.
- Always consider hazards specific to your school community, location, environment, and weather in drill planning.
- It is important for schools to clearly announce Lockdown Drills (or other security drills) as drills for two main reasons:
 - (1) Recent attacks and threats on schools have caused increased concern and anxiety for many students, teachers, and parents about the possibility of a violent attack. Therefore when conducting lockdown drills, emphasis should be placed upon practice and preparation, rather than surprising and potentially frightening the school community.
 - (2) Many school communities are now preparing students and staff for security emergencies with “options-based training.” While some of these options may increase safety in an actual emergency, they may be unnecessary or potentially unsafe in a drill scenario.