EAST STROUDSBURG AREA SCHOOL DISTRICT

Emergency Drill Report

Revised 6/2023

TO BE COMPLETED BY PERSON IN CHARGE OF ANY EMERGENCY DRILL INVOLVING THE SCHOOL DISTRICT

Section 1 – Pre-Drill Information Describe the drill by completing all parts of this section. This form must be submitted to the Chief of School Police 72-hours in advance of the drill. Name of Person Completing This Form: Position of Person Completing This Form: Name of Facility: Date of Drill: Starting Time: O AM O PM Type of Drill: ☐ Fire (required monthly) ☐ Security/Lockdown* ☐ Shelter-in-Place** ☐ Weather Emergency** ☐ Bus Evacuation (required 1st week of school & each March)** *- A school security/lockdown drill must be conducted each year, no later than September 30th and at least once each marking period thereafter. The security/lockdown drills may replace two fire drills per school year. ** - All other drills shall be conducted following stated timelines in 805-AR-1 and may not be used as a substitute for a monthly fire drill, which requires the complete removal of pupils and teachers to a place of safety on the ground outside. Hypothetical Location of Emergency: (required for all drills) Describe Blocked Corridor(s) and/or Exit(s): (required for all Fire Drills by Section 15-1517) Notification/Alert Method: (check all that apply) ☐ Alarm/Bell/Buzzer ☐ PA System ☐ Phone ☐ Mass Notification ☐ Weather Radio Section 2 – Post-Drill Report The following section is to be completed at the conclusion of the drill described above. Weather Conditions: (check all that apply) Outdoor Air Temperature: ___ ☐ Fair ☐ Overcast ☐ Wind ☐ Rain ☐ Snow/Freezing ☐ Severe/Stormy Ending Time: O AM Amount of Time to Evacuate: O PM (required for fire drills) (MM:SS) Number of Participants: Administrators:____ Teachers: Support Staff: Students: Visitors: Law Enforcement: EMA: Fire: EMS: Observations: ☐ Radio communication problems ☐ Congestion in hallways ☐ Network / computer problems ☐ Alarm not heard ☐ Noise impedes communications ☐ Students unsure of what to do ☐ Students not out of sight (lockdown) ☐ Staff unsure of responsibilities ☐ Long time to evacuate building ☐ Weather-related problems ☐ Students not serious about drill ☐ Unable to lock doors ☐ Frightened students ☐ Windows not covered ☐ Improper or unavailable supplies ☐ Windows left open ☐ Confusion ☐ Doors left open ☐ Doors or Exits blocked (unplanned) ☐ Lights left on ☐ Transportation ☐ Persons not accounted for / attendance ☐ Interagency miscommunications ☐ Difficulties with evacuation of disabled persons ☐ Incident command problems ☐ Unable to access school mapping system ☐ Other:

Section 3 – Recommended Actions

Indicate any recommended actions to resolve any problems observed during the drill.

Mitigation/Plans for Improvement: (check and explain all tha	t apply)
☐ Additional Staff Training	·
☐ Additional Student Instruction	
☐ Additional Equipment	
☐ Additional Supplies	
☐ Planning with First Responders	
☐ Revise Emergency Procedures	
☐ Additional Drills	
☐ Other	
Section 4 – Submittal	
Promptly route this form as directed below.	
Person Completing This Form: X	Date:
UPON COMPLETION: FORWARD THI	S FORM TO THE BUILDING ADMINISTRATOR.
Building Administrator: X	Date:
UPON COMPLETION: FORWARD THIS FORM TO THE OFFICE OF ADMINISTRATIVE SERVICES.	
Chief of School Police/ ESASD School Safety Coordinator: X	Date:
AFTER REVIEW: FORWARD THIS FORM TO THE OFFICE OF THE SUPERINTENDENT.	