

DRILL FEEDBACK FORM

Name _____
Optional

Room Number/ Location _____
Optional

Type of Drill _____

Drill Date _____

Which of the following categories best describes your position or role?

- Administrative support staff Nurse
- Teaching Staff Substitute
- Non Teaching Staff(Cafeteria, Maintenance) Other, please specify: _____

Before The Drill

1. Do you feel you received enough information and/or training to perform this drill? Yes No
2. Did you know the drill was happening, in advance? Yes No
 - a. If so, how many days/hours in advance were you notified? _____d _____h
3. Did students know the drill was happening, in advance? Yes No
 - a. If so, how many days/hours in advance were they notified? _____d _____h

During The Drill

1. Could you clearly hear the announcement for the drill? Yes No
 - a. If no, what area of the school were you located in? _____
2. Did you understand the instructions that were announced? Yes No
 - a. If code was used, did you (*check one*):
 - Immediately know what the code instructed you to do
 - Had to think about it, first. Then remembered
 - Referenced your classroom guide to remind you
 - Did not know what to do
3. Did students understand what the emergency notification meant? Yes No
4. Did you or other staff follow procedures for students and staff in hallways, bathrooms and open areas? Yes No
 - a. Did you pull any students into your classroom? Yes No
 - b. Were the hallways clear? Yes No
5. Were you able to lock your classroom doors during a lockdown? Yes No
 - a. Was everyone out of sight from the door during the drill? Yes No
6. If you evacuated did students remain quiet and calm? Yes No
 - a. Did you bring necessary items with you? Yes No

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After the Drill

1. Was there an "All Clear" message delivered to terminate the drill? Yes No
- a. Could you clearly hear the "all clear" announcement? Yes No

2. What was the most valuable part of this drill/exercise?

3. Is there anything your class did exceptionally well that you would like to share with us?

4. Were any weakness identified that we should reassess or address more carefully to assist in keeping everyone safe? Yes No

If so, explain.

5. Did anyone (i.e: staff, students, visitors) have any new idea's that you would like to share with us on how better to respond?

I am confident...	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
a. In my knowledge of the emergency response plan for my school					
b. In my knowledge of my responsibilities during an emergency					

Any additional comments or concerns?

Thank you for your comments and for participating in the exercise.