

**Shelter-in-Place Drill Checklist (Sample)**

Use this checklist to evaluate your shelter-in-place procedures.

Procedure	Good (✓)	Needs Improvement (Specify)
Parents were informed about the drill.		
Staff knew shelter location.		
911 called (simulate during drill).		
Shelter notification clear.		
Children brought inside and to shelter location.		
Attendance taken.		
Emergency kits brought to shelter location.		
First aid kits brought to shelter location.		
Radios set up and monitored.		
Procedures for students needing medication during shelter-in-place practiced.		
If drill is for contaminated air: <ul style="list-style-type: none"> <li>• Tape up any vents that can't be closed. (Simulate during drill.)</li> <li>• Place wet towels across the bottom of doors to the outside. (Simulate during drill.)</li> <li>• Tape around windows if air is leaking in. (Simulate during drill.)</li> <li>• Close drapes and curtains.</li> </ul>		

**Fire Drill Checklist (Sample)**

Use this checklist to evaluate your fire drill procedures.

Procedure	Good (✓)	Needs Improvement (Specify)
Parents and staff were informed about the drill.		
Evacuation routes and exits posted.		
Staff knew where to exit.		
Evacuation notification clear.		
911 called (simulate during drill).		
Process to ensure everyone evacuated.		
Staff knew where to gather.		
Children brought to evacuation site.		
Attendance taken before evacuation and at site.		

**Evacuation Drill Checklist (Sample)**

Use this checklist to evaluate your evacuation drill procedures.

Procedure	Good (✓)	Needs Improvement (Specify)
Parents were informed about the drill.		
Evacuation routes and exits posted.		
Evacuation site communicated to staff.		
Evacuation notification clear.		
911 called (simulate during drill).		
Emergency kits taken.		
Attendance list taken.		
Staff accounted for children: <ul style="list-style-type: none"> <li>• Before leaving facility.</li> <li>• In an initial safe location.</li> <li>• At evacuation site.</li> </ul>		