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| **PERSON COMPLETING** | Student | **DATE**: | 1/3/2019 |

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| **TIME DRILL CALLED:** | **TIME DRILL ENDED:** | **TIME TOOK TO EVACUATE:** |
| 9.15am | 9.45am | 3 minutes |

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| **TYPE OF DRILL** | **NOTIFICATION OF ALERT** | | **WEATHER CONDITIONS** |
| * Fire / Evacuation * Lockdown * Modified Lockdown * Earthquake * Medical Emergency * Weather Emergency * Other: | * Bell or whistle * Phone * Voice Notification * Siren * Other: | | * Clear * Hot * Cold * Cloudy * Raining * Rain and wind * Windy * Hail |
| **PARTICIPANTS** (check all that apply) | **SITUATION OF START OF DRILL** | | **WERE THESE ITEMS TAKEN ON DRILL** |
| * Staff * Visitors * Volunteers * children * Other | * Before Business Hours * During Business Hours * Lunch Time * After Business Hours * Other: | | * Sign in and out sheets * Evacuation bag * Mobile phone * Other: Epipen |
| **WERE ALL CHILDREN SIGNED IN** | **WERE ALL VISITORS SIGNED IN** | | **DATE OF NEXT DRILL** |
| * No * Yes | * No * Yes | | 1/7/2019 |
| **WHO WILL CALL THE NEXT DRILL?** |
| Director |
| **PROBLEMS ENCOUNTERED** (Check all that apply) | | | |
| * Congestion in hallways * Alarm not heard * Employees unsure of what to do / proper * Staff unsure of responsibilities / response * Weather-related problems * Personnel not accounted for / attendance * Difficulties with evacuation of disabled personnel, customers or visitors * Personnel unaccounted for (note # below) * People/child not signed in. * Network / computer problems | | * Long time to evacuate building * Noise impedes communications * Personnel not out of sight (lockdown drill) * Personnel not serious about drill * Improper or unavailable supplies * Confusion * Doors or Exits blocked * miscommunications * Incident command problems * Other: | |

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| **EXTENUATING CIRCUMSTANCES/IDENTIFIED FACTORS/SPECIAL CONDITIONS SIMULATED:** |
| Not applicable |

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| **PLANS FOR IMPROVEMENT:**  (check all that apply and explain below) | **FOLLOW UP:** |
| * Additional staff training * Address need for additional equipment * Improved emergency supplies * Revised emergency procedures * Other: *Revised visitor check in record procedure and staff training* | *Visitor Check In Procedure Communicated to ALL staff and monitored for compliance*  **Visitors**/Check In. Between the hours of 6:30 a.m. and 5:30 p.m. All **visitors** to Service are required to park their vehicle in the **visitor** parking lot, walk to Director Office, sign in and obtain a temporary **visitor** pass with the receptionist/or staff member. ID is required stating name/contact/car registration number. If entering the children’s areas a working with children check number is required. A visitor will not be left unattended at any time during the visit.  *Fire Warden is to collect the Visitor Log in the event of an evacuation and provide to Emergency Services* |
| **SIGNED *(RESPONSIBLE PERSON)*** | |
| **NAME: Director SIGNATURE: Director** | |

**NOTES:**

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