SAMPLE: DRILL SCHEDULE AND LOG

Minnesota State Laws require schools to conduct five fire drills, five lockdown drills, one tornado drill and one bus evacuation drill each year. The following worksheet will assist in the planning and documentation of schools drills when they occur.

School:_____ **Principal:**_____

FIRE DRILLS: Schools must conduct at least five fire drills annually.

Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments:

LOCKDOWN DRILLS: Schools must conduct at least five lockdown drills annually.

Date Scheduled	Date Conducted	Number of Occupants	Student Participation	Response Time	Comments:

TORNADO DRILL: Schools must conduct at least one tornado drill annually.

Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments:

BUS EVACUATION DRILL: Schools must conduct at least one bus evacuation drill annually.

Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments:

OTHER DRILLS OR PRACTICE: Drills such as reverse evacuation, shelter in place.

Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments:

SAMPLE: AFTER ACTION REPORT FORM

Name of person completing report:_____

School:_____   **Date**:_____

| ❑ **Drills/Exercises [check one]** | **OR** | ❑ **Incident response [check one]:** |

❑ **Drills/Exercises [check one]**   **OR**   ❑ **Incident response [check one]:**

   ❑Drill [check one]:   ❑Fire

      ❑Fire   ❑Tornado

      ❑Lockdown   ❑Lockdown

      ❑Evacuation   ❑Intruder

      ❑Tornado   ❑Bomb threat

   ❑Other (specify):_____   ❑Other (specify):_____

   ❑Table-Top

   ❑Functional or full-scale exercise

   ❑Other (specify):_____

Participation: Provide a list of individuals and agencies participating in the event

Start time:_____   **End time:**_____

If your agency conducted a functional-drill or full-scale exercise, consider completing a comprehensive review and report with your building and/or district emergency response teams.

Timeline of events: Provide a detailed outline or description of events and activities.

Lessons learned: Provide an overview of lessons learned related to personnel, training, coordination, logistics, etc.

Discussion and recommendations: Provide any recommendations for improvements or changes to the emergency plan and procedures and how they will be addressed.