
When To Use Drills

Drills are a method of testing your Emergency Operations Plan. Many schools use drills to:

- Practice and perfect a single emergency response.
- Concentrate the efforts of a single function.
- Provide field experience.
- Test certain recovery functions (e.g., damage assessment).

Emergency Procedures Testable by Drills

Drills can test how well faculty, staff, and students respond to simulated:

- Fires
- Bomb threats
- Tornadoes
- Earthquakes
- Intruders
- Explosions
- Bus emergencies
- Hazardous materials release

Classroom-Based Drills

Classroom-based drills are completed by individual classes, although all classes might conduct the drill simultaneously. The purpose of these drills is to ensure all students and staff members understand what they are supposed to do.

An example of a classroom-based drill is practicing the “Drop, cover, and hold” procedure, in which students immediately drop to the ground, protect their heads, and to the best degree possible, cover vital organs.

Evacuation Drills

School drills involving the entire population are used to test response procedures (e.g., taking roll, setting up a command post, or conducting a sweep of the school).

The most common type of school drill is an evacuation. Evacuation drills can help verify whether evacuation routes and assembly areas are appropriate for all types of emergencies.

One type of drill that should not be overlooked in properly preparing for emergencies is a **bus evacuation drill**.

Drill Procedures

All staff and students should know and practice:

- Evacuation drills (all personnel exit the building).
- Reverse evacuation drills (all personnel go to safe places in the building, from outdoor recess or P.E. class).
- Lockdown drills (all personnel remain in locked classrooms).
- Shelter-in-place drills (all personnel remain in sealed classrooms).
- Drop, cover, and hold drills (all personnel drop low, take cover under furniture, cover eyes and protect internal organs, and hold onto furniture legs).

Sample procedures for each type of drill appear on the front of this card.