

TOOLKIT THREE: AUDIT CALENDAR OF DRILLS



Practice makes progress and practice takes planning! This calendar depicts how one administrative team plans drills for its school community. It shows a traditional September-June school calendar.

September 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Consider this:

Invite local police and fire to the building during student vacation times. It is a great opportunity to improve their familiarity with the building, advise the staff, and conduct their own drills without interrupting the school day.

Drill Legend Key

■ Fire	■ Campus Evacuation
■ Bus Evacuation	■ Combination (Lockdown-turned-Evacuation)
■ Shelter-in-Place	■ Lock-Out/Secure Perimeter
■ Lockdown	

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Planning Tips and Guidance

- A calendar of drills is essential for planning practice for the school year but, is not intended for distribution or publication within the school community.
- The most effective way to measure the readiness of a school community is through conducting drills at varying and non-traditional times of day (like lunch, recess, arrival and dismissal).
- As always, work with local fire and police departments in planning and conducting drills and check local regulations for number and frequency of drills required in your district.
- Always consider hazards specific to your school community, location, environment, and weather in drill planning.
- It is important for schools to clearly announce Lockdown Drills (or other security drills) as drills for two main reasons:
 1. Recent attacks and threats on schools have caused increased concern and anxiety for many students, teachers, and parents about the possibility of a violent attack. Therefore when conducting lockdown drills, emphasis should be placed upon practice and preparation, rather than surprising and potentially frightening the school community.
 2. Many school communities are now preparing students and staff for security emergencies with “options-based training.” While some of these options may increase safety in an actual emergency, they may be unnecessary or potentially unsafe in a drill scenario.