## 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										

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							

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							

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							

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						

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					

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	28	30					

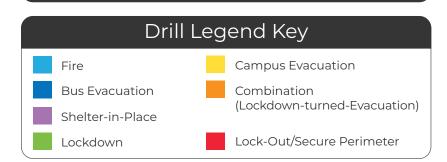
November 2019										
Sun	Mon	Tue	Wed	Thu	Fri	Sat				
					1	2				
3	4	5	6	7	8	9				
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				

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				

	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										

## **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.



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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:
  - 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.