General Information for Emergency Drill Planning – by M. Smith

“The best disaster is a well rehearsed one”

What is a drill?
A drill is a “run through” or a “practice of” something associated with your Emergency Plan.

Why is it necessary to do a Drill?
1. Because it is a requirement
2. To test your plan - Because you are ready to see if your plan or a part of your emergency plan is complete enough
3. To build the relationships you will use during a real disaster
4. Because each drill you do will help you down the road
5. To expose leaks, test perspectives and give confidence for what to do

What is the goal of a disaster drill?
To have an emergency plan in order which ultimately leads to sending kids and staff home in an organized or methodical way.

Preparedness Cycle

Evaluate and Assess → Revise Plans

Exercise ← Train ← Coordinate and Equip

Building Block Approach to Select the Right Drill for your school
As you go down the list you increase the amount of planning/training and also capability needed

1. Orientation Seminars–
   Objectives:
   - Introduces new programs or plans
   - Reviews roles and responsibilities
   - Serves as a starting point for most other drills
   **Will focus on internal coordination
   Example - staff development training in the areas of crisis planning, emergency response issues and prevention/intervention issues
2. Emergency Drills –
   **Objectives** -
   Practice and perfect a single emergency response
   Concentrate the efforts of a single function
   Provide field experience
   **Will focus on internal coordination**
   Example - fire drills, storm drills, buss drills, lockdown drills

3. Tabletop Drills – discussion based
   **Objectives:**
   Allows low stress discussion of plans, policies and procedures
   Provides an opportunity to resolve questions of coordination and responsibility
   **Will feature possible information exchange among school and public safety personnel**
   Example – practical written scenarios for planning purposes, crisis team planning, and diagrams of emergency preparedness.

4. Functional Drills/Exercises-
   **Objectives:**
   Simulates a real emergency under high stress conditions
   Tests coordination among various functions and outside response agencies
   **Will involve outside planning and response. The coordination of these drills should include a joint agency plan for response**
   Example – critical public safety drills with responding agencies and medical emergency drills with outside resources

5. Full Scale Drills/Exercises
   **Objectives:**
   Tests a community’s total response capability
   Drills as close to reality as possible – using real equip and agency personnel
   **Should involve all responding agencies with an emphasis on local emergency management coordination**
   Example – full-scale emergency drills involving all internal and external response functions and large community event to heighten response issues in the areas of planning and development for a real life response.

**The Process of Planning the drill**

Assess your campus needs - what to test?
Problems that need to be resolved
Skills needing practice
Functions needing strengthening
New personnel that have not participated
Recurring problems with the process
Use of supplies

Define the scope of the drill
Helps to put realistic limits on the drill process
Scope addresses:
  What area is to be tested (function) –
    be specific about procedures in each function
    List operations to be practiced
  Who is/are to be tested (personnel and resources)
  What type of emergency will be addressed
  Where – what location to be used
    Choose a realistic site
    Consider traffic problems and safety issues
  What type of drill, what scale

Purpose statement
Summarizes the drill scope – takes the above factors and puts them in a single concise statement.
A broad statement of the exercise goal
Clarifies reasons for the exercise
Useful in communicating with media and community

Develop the drill - objectives
Specific and performance based
Breaks down the purpose statement:
  Who should do… (action)
  What under what conditions….
  To what standard (level of performance)

Example –
Within 15 minutes (standard)
after the evacuation notice is given, (conditions)
members of the EOC (who)
will complete notification procedures to school administrators (specific action)

Specific planning actions
• Training – what is needed before trying to execute the drill
  Who needs it? Staff, students, parents, special needs kids/staff, etc
What do they need to know about – equipment, procedures, policies, supplies
How are you going to train them – when, where, who
Do you need outside help to train – district staff, SRO, fire, police, etc
Are specific plans written up for people to follow?

- Notification – who do you need to involve in the planning and execution of drill
  Staff, students, parents, special needs, ancillary staff – custodians, kitchen, secretaries, bus drivers, etc.
  Outside agencies or individuals – district staff, SRO, fire, police, Scott

- Supplies – what is needed
  Do you need to purchase anything?
  Is there training needed to operate, put up, etc?
  Are there specific written instructions that might help?
  Keys – are they involved and needed?
  Access – to anything needed?

- Other people needed?
  Staff, parents, PTSA, students
  What training, notification, permission do they need

- Timing – when will this happen
  Who and what else does this affect?
  Consider before or after school and impact on anyone?
  Make it worth everyone’s time to be involved

- Debriefing – be sure to plan
  Have a time arranged to do this – get input from everyone.
  Consider an evaluation form or Drill reporting form
  Utilize lessons learned from this for the next drill
  Follow up on lessons learned that need attention asap
  Share with appropriate people

Remember - What part should we drill or exercise? Have we done training for it?

References:
The Virginia Educator’s Guide for Planning and Conducting School Emergency Drills
Disaster Exercise Planning – talk by Lit Dudley, Washington State Emergency Management 2006 Partners in Preparedness Conference
LWSD Safety Advisory Meeting – 10/08
OSPI forms