

## EMERGENCY DRILLS INVOLVING STUDENTS

Under the direction of and in consultation with the designated District Safety Coordinator, it is the responsibility of each building principal to ensure that his/her school schedules and conducts an appropriate number of (1) fire drills; (2) tornado and other hazard drills; (3) school safety incident- response drills; and (4) school violence response drills, in accordance with state law requirements and the District's school safety plan.

The District Safety Coordinator and each building principal are jointly responsible for ensuring that:

1. A record of each such drill is maintained for at least seven (7) years;
2. An annual report of the school's fire, tornado/other hazard, and safety response drills is provided to the fire department serving the school, using a form furnished by the Wisconsin Department of Safety and Professional Services; and
3. Within 30 days of each drill of students in the proper response to a school violence event, a brief written evaluation of the drill is prepared and submitted to the School Board for review.

ADOPTED: September 25, 2000

REVISED: January 30, 2019

REVIEW DATE: January 30, 2019

### Wisconsin Statutes:

[Section 118.07\(2\)](#) [general emergency drill requirements]

[Section 118.07\(4\)\(cp\)](#) [drills in the proper response to a school violence event; evaluation and school board review required]

**Cross References:** EBCB-E, School Violence Event Drill Evaluation and Report to School Board

# SCHOOL VIOLENCE EVENT DRILL EVALUATION AND REPORT TO SCHOOL BOARD

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Date of Drill

## Description of the "School Violence Event" Drill

1. Specific scenario(s) that were drilled:

- Armed Intruder       Bomb Threat       Hostage Situation  
 Reunification Drill       Lock-In       Other:

2. Additional description of the drill, if any (e.g., brief scenario overview, identification of administrators or public safety personnel who were present, etc.):

3. Description of the scenario of the drill (Insert description below):

## Assessment of the Drill

1. Identify what was learned about the application of the school safety plan, the scenario-specific procedures, and/or staff and student readiness (Insert response below):

2. Identify any area(s) that may benefit from further review or improvement and any related suggestions for possible changes to drill procedures or to the school safety plan (Insert response below):

3. Is there is any other information about the drill that the evaluator wishes to document? (Insert response below)

**Certification of Drill Evaluator:**

I certify that I prepared this drill evaluation and that I am submitting this drill evaluation to the School Board on \_\_\_\_\_:

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Signature	Printed Name	Title	Date
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***\*\*The report must be submitted to the school board within 30 days of holding the drill.***

**Certification of School Board Review:**

On behalf of the School District of Jefferson, I/we certify that the above evaluation of a school violence event drill was reviewed by the School Board at a meeting held on \_\_\_\_\_.

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Signature	Printed Name	Title	Date
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Signature	Printed Name	Title	Date
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***1/30/19***