



Lockdown Drill Report

Administrative Procedure 8.38C

In September did you....?			Comments
YES	NO		
		review procedure with all staff	
		plan how to inform substitutes of emergency procedures	
DRILL ONE (mandatory)			
SCHOOL:		PRINCIPAL:	DATE:
Were the following done in accordance with procedure?			
YES	NO		Comments
		announcing of lockdown	
		locking of entry doors	
		ERP and attendance information gathered	
		Were RCMP involved in this drill?	
		students / staff out of hallways	
		students / staff in secure locations (as is possible)	
		classroom doors/ other spaces locked (as is possible)	
		students / staff out of sight	
		no noise	
		announcing end of lockdown	
		debriefing with staff and students	
		identifying areas for improvement	
Other:			
PRINCIPAL SIGNATURE:			
This report must be submitted by year end of each school year to the Secretary-Treasurer (or other as designated).			



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DRILL TWO (mandatory)			
SCHOOL:		PRINCIPAL:	
		DATE:	
Were the following done in accordance with procedure?			
YES	NO		Comments
		announcing of lockdown	
		locking of entry doors	
		ERP and attendance information gathered	
		Were RCMP involved in this drill?	
		students / staff out of hallways	
		students / staff in secure locations (as is possible)	
		classroom doors/ other spaces locked (as is possible)	
		students / staff out of sight	
		no noise	
		announcing end of lockdown	
		debriefing with staff and students	
		identifying areas for improvement	
Other:			
PRINCIPAL SIGNATURE:			
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DRILL THREE (optional)			
SCHOOL:		PRINCIPAL:	
		DATE:	
Were the following done in accordance with procedure?			
YES	NO		Comments
		announcing of lockdown	
		locking of entry doors	
		ERP and attendance information gathered	
		Were RCMP involved in this drill?	
		students / staff out of hallways	
		students / staff in secure locations (as is possible)	
		classroom doors/ other spaces locked (as is possible)	
		students / staff out of sight	
		no noise	
		announcing end of lockdown	
		debriefing with staff and students	
		identifying areas for improvement	
Other:			
PRINCIPAL SIGNATURE:			
This report must be submitted by year end of each school year to the Secretary-Treasurer (or other as designated).			