



# LOCKDOWN DRILL OBSERVATION REPORT

Student Services & Strategic Planning: School Safety  
(252) 492-2127

Date:   Before Lunch  During Lunch  After Lunch  End of Day

Time Started:   am  pm Time Ended:   am  pm

Aycock  Carver  Clarke  Dabney  LB Yancey  EO Young  New Hope  Pinkston St.  Zeb Vance

EM Rollins STEAM  Vance Middle  Vance High  EC/VGCC  AdVANCE Academy  Administrative Services Center  Maintenance Dept.  Transportation Dept.

## PRE DRILL PLANNING

- Yes  No  N/A Was principal, staff notified of lockdown drill?
- Yes  No  N/A Was SRO, Security Officer, Deputy notified of lockdown drill?
- Yes  No  N/A Do all staff & student know the lockdown code?
- Yes  No  N/A Were all AP's strategically located throughout the building(s)?
- Yes  No  N/A Do your school have more than one floor?
- Yes  No  N/A Do all classrooms have the capabilities to communicate to main office?

## GENERAL PROCEDURES - LOCKDOWN

- Yes  No  N/A Were all exterior doors locked?
- Yes  No  N/A Were all classrooms locked?
- Yes  No  N/A Were classroom lights turned off?
- Yes  No  N/A Were classroom doors locked in a timely manner?
- Yes  No  N/A Are students and staff secure behind locked doors?
- Yes  No  N/A Did any teachers continue to teach or staff members continue to work?
- Yes  No  N/A Are all staff and students following lockdown procedure protocol?
- Yes  No  N/A Did your school custodial & cafeteria staff participated in drill?

## DEBRIEF

- Yes  No  N/A Did you as principal make the all clear announcement?
- Yes  No  N/A Once completed will staff debrief the drill with students?
- Yes  No  N/A All staff members trained to listen for a closing statement to end drill?
- Yes  No  N/A Will parents be notified of the drill?

Observer's Signature:

Date of Observation: