

Shelter-in-Place (S-I-P) Drill Planning Checklist

PRE-PLANNING

Procedure	Assigned To	Needed Actions	Complete
1. Consider inviting local police, fire & emergency services reps to participate in your drill.			
2. Determine S-I-P Plan for site		Determine appropriate locations & strategy for S-I-P <ul style="list-style-type: none"> • Windows & doors good condition or need special action? • Communications via phone, radio, etc. • Restroom access/drinking wtr • Designated area for people outside who want to enter bldg. (parents, late students, etc.) • Signs need to be posted at outside doors • Have contingency plan in place 	
3. Determine scope of drill (practice procedure, scenario driven, etc.)		Size activity to what is reasonable & learn from what you are able to accomplish. Establish goals, for example, “Teachers & staff will be able to implement S-I-P procedures” or “Test current S-I-P procedures for feasibility”	
4. Train employees in individual responsibilities.		Establish roles & assign them. Cross train for different roles. Provide reference binder or checklist for each role.	
5. Assign & train drill observers (For schools, office staff can be used)		Station available staff & volunteers (including at entry doors, in classrooms, in office) to observe different locations. Identify them as observers. Provide checklists.	
<i>(Add additional steps as needed)</i>			

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CONDUCTING THE DRILL

Procedure	Assigned To	Needed Actions	Complete
1. Listen for test siren (1 st Weds. Of mo- sirens are only in industrial corridor from Richmond to Oakley) Or pick your own time of day to start	Ex. Front Desk, Staff, etc.		
2. Make site announcement (voice/PA/intercom/air horn) to start S-I-P procedures.	Ex. Site Cord., Manager, Administrator	Initiate and follow site emergency plan.	
3. Turn off heating or air conditioning system, List all locations:	Ex. Maintenance, Janitor	HVAC in all rooms occupied during S-I-P must be turned off.	
4. Close & lock windows.		Applicable to all occupied areas.	
5. Once everyone is inside, close & lock outside doors.		Applicable to all occupied areas and entry doors.	
6. Post S-I-P signs on entrance doors to advise anyone wanting to enter. If double door is available, post sign to direct people to that entrance.		Post as necessary to communicate S-I-P and directing people to appropriate entrance. Otherwise they cannot enter until drill is over.	
7. Monitor entrance doors.		Take notes describing situations where someone wanted to enter. Were posted instructions clear and were they followed?	

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8. Account for all personnel.		Verify with each location used for S-I-P. Follow plans to account for anyone not in locations.	
9. Assigned person to monitor phone lines to avoid unnecessary use – need to keep lines free		Determine where this will be done and who will do it, and how they will communicate with necessary staff.	
10. If no permanent phone in shelter area, assign cell phone to be taken to area.		Determine any special procedure and practice it during the drill.	
11. Assign person to get to the internet, visit www.cococws.us to monitor status of real event (not for drill)		During actual event can have assigned monitor go to this site to get updates on incident, practice going to that website.	
12. Special needs (Ex. Portable toilet)		Determine how special needs assistance will be provided, and assign responsibilities. Consider a site specific checklist.	
13. Announce when event is over & follow procedures for ending S-I-P		Bldgs. Should be aired out after S-I-P, simulate those steps at the end of a drill.	

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EVALUATION AND IMPROVEMENTS

1. Collect evaluation from drill observers.		Ensure data is collected & compiled from observers. Hold a group discussion with observers to share observations, input and suggestions.	
2. Have drill participants complete evaluation forms (include specifics for individual tasks they performed or observed-how did it go & what could be improved?)		Survey people who practiced S-I-P to get their feedback.	
3. Meet with drill participants to discuss results & develop an “action plan” for making needed improvements.		Schedule needed meetings, formulate a “action plan” to address each action that could be improved.	
4. Update site Emergency Plan and follow-up on other planned actions.		Set target dates for completion and periodically check progress.	
5. Train staff on any changes to procedures or plans that have been modified.		How are procedures communicated to temps and new employees?	

BEGIN PLANNING THE NEXT DRILL

Additional Comments: