

Building Monitor Check List for Disaster Drill:

Preparation:

- Reviewed plan
- Recruited volunteer helpers
- Identified any DSS students who will need special assistance
- Practiced plan with a walk through
- Noted special concerns for my building:
 - Have stairs to climb – is the rescue chair readily available? Do I and my volunteers know how to use it? Do we know of someone who will need it during the drill?
 - Have individuals with communication difficulties – do I have cards in my bag with written instructions so they can read what I am trying to communicate? Does their support person know about the drill?
 - Other???
- Identified the one door I will mark with the X for drill purposes?

Drill Day:

- Receive the alert call – phone, intercom, or in person OR start drill on own if I do not receive notification by 10:20AM
- Alert my volunteers to start the evacuation
- Begin my building notification plan
- Check my building
- Mark my building
- Verify with my evacuees that all are accounted for
- Report to either the football field (preferred) or the small parking lot behind the Flint Center to inform the contact person of your building status – (there is a check in table at the football field and there will be a designated person at the parking lot).
- Meet my ‘evacuees’ at the designated site – and if they are part of the group that needs to return as soon as possible, release them back to their rooms
- Do an ‘after action’ report – what went well, what had problems, what you feel would be better ways to do it, etc.! Remember, this is a drill which means we are practicing and wanting to find better ways!