

# Practice, Review, Revise Worksheet

This worksheet can be used with practice drills to ensure you are documenting drills, reviewing your procedures, and revising them if necessary.

### Practice

Date of emergency drill: \_\_\_\_\_

Procedure:      Shelter in place      Evacuation      Lockdown

### Participants:

Children: \_\_\_\_\_

Child care staff: \_\_\_\_\_

Administrators (Head Start): \_\_\_\_\_

Families: \_\_\_\_\_

Health department officials: \_\_\_\_\_

Fire department: \_\_\_\_\_

Police department: \_\_\_\_\_

### Review

Three things that worked well during this drill:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Three ways to improve next time:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Revise

Were you able to quickly access and secure your emergency kit? Was it fully stocked and usable if this was an actual emergency and not a drill?

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**Practice, Review, Revise Worksheet continued...**

Did you maintain communication with staff, parents/guardians, and first responders throughout the drill?

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If this had been an actual emergency, what letter grade (A, B, C, D, or F) would you give your center, program, or family child care home? What would it take to move up one letter grade? What would it take to move up to an A?

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Other comments:

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