

# 2025 – 2026

## Leon County School District, Emergency Drill (After-action Report)

Mandated by: The State of Florida and the Department of Education

Email completed drill form to: [DrillForm@leonschools.net](mailto:DrillForm@leonschools.net)

School: \_\_\_\_\_ Students / Faculty (Circle all participants) Date: \_\_\_\_\_

### Emergency Drill Conducted: (Circle One Below)

Active Assailant / Severe Weather / Natural Disaster / Hazardous Materials / Reunification

### Time of Day: (Circle One Below) N/A cannot be used.

Within one hour of school start time / During lunch / Between classes / Within one hour of school end time

Student and/or Faculty actions:	Areas of success:
Areas for improvement:	Law enforcement input:

**\*\*If a Corrective Action Plan is needed, please submit a separate page with this drill form\*\***

**Emergency drills must test all applicable functions included in the threat scenario.**

**\*\*Indicate scenarios tested during drill\*\***

**Panic button activated:** YES / NO

**Action taken:** Lockdown / Shelter in place / Evacuation

**Simulated communications with first responders:** YES / NO

**Notification to parents:** YES / NO

**Appropriate protective actions taken:** Lights off / Barricade doors / Cover windows

### **School Administrator**

### **Law Enforcement Officer**

Print Name & Title:	Print Name / Agency / Badge Number:
Signature & Date:	Signature & Date:

### **District Security Center**



Print Name:
Signature and Date:



# 2025 – 2026

## Leon County School District, **Fire Drill** (After-action Report)

Mandated by: The State of Florida and the Department of Education

Email completed drill form to: [DrillForm@leonschools.net](mailto:DrillForm@leonschools.net)

School: \_\_\_\_\_ Students / Faculty (Circle all participants) Date: \_\_\_\_\_

**Time of Day: (Circle One Below) N/A cannot be used**

Within one hour of school start time / During lunch / Between classes / Within one hour of school end time

Student and/or Faculty actions:	Areas of success:	Areas for improvement:

\*\*If a Corrective Action Plan is needed, please submit a separate page with this drill form\*\*

**Fire drills must test all applicable functions included in the scenario.**

**\*\*Indicate scenarios tested during drill\*\***

**Panic button activated:** YES / NO

**Evacuation:** YES / NO

**Simulated communications with first responders:** YES / NO

**Notification to parents:** YES / NO

\*\*Signature below from school administrator indicates fire drill was completed in accordance with the Florida Fire Prevention Code, located at <https://www.myfloridacfo.com/division/sfm/bfp/florida-fire-prevention-code>

### School Administrator

### District Security Center

Print Name & Title:	Print Name:
Signature & Date:	Signature & Date:

