



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS, EUROPE
OFFICE OF THE DIRECTOR
UNIT 29649, Box 7000
APO AE 09002-7000



June 14, 2010

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DoDDS-EUROPE
PRINCIPALS, DoDDS-EUROPE

SUBJECT: Standard Operating Procedures (SOP) for School Drills and Exercises

References: (a) DoDEA Regulation 4700.2, Department of Defense Education Activity
Internal Physical Security, 27 March 2001
(b) DoDEA Regulation 4800.1, Department of Defense Educational Activity
Safety Program, 6 March 2001
(c) DoDEA 1005.1 Manual, Department of Defense Educational Activity
Administrator's Manual, October 2007

1. PURPOSE: This SOP establishes the requirements and time frame for conducting school drills and exercises.

2. APPLICABILITY: These requirements apply to all schools in DoDDS-Europe.

3. RESPONSIBILITIES: School administrators are required to conduct the following drills and exercises each school year.

3.1. **FIRE DRILLS**: One drill shall be conducted each week for the first four weeks of school followed by monthly drills for the remainder of the school year.

3.2. **LOCKDOWN**: Two lockdown exercises shall be conducted each school year. The first exercise must be completed by the end of October and the second exercise must be completed by the end of February.

3.3. **BOMB THREAT EVACUATION**: One bomb threat evacuation exercise shall be conducted each school year and must be completed by the end of November.

3.4. **SHELTER IN PLACE**: One shelter in place exercise shall be conducted each school year and must be completed by the end of December.

3.5. **NATURAL DISASTER EXERCISES**: Plan and conduct one exercise annually for each natural disaster associated with your location, such as earthquakes, tornadoes, and hurricanes.

4. COORDINATION: Fire drills shall be coordinated with your District Safety and Security Officer (DSSO) and local fire department. Lockdown, bomb threat evacuation, and shelter in place exercises shall be coordinated with your DSSO, installation Antiterrorism Officer, and installation first responders.

5. REPORTING: Districts shall send a monthly status report to the area safety and security office by the 1st of each month. The report format will be provided by the area office and will include the dates for scheduled and completed school drills and exercises. In addition, schools shall complete and forward an After-Action Report (AAR) to their DSSO upon completion of each drill/exercise. DSSOs will review and send a copy of each report to the area safety and security office.

6. OBSERVATION: Area and district safety and security officers shall randomly observe school drills and exercises and provide feedback to administrators.

7. EFFECTIVE DATE: This SOP is effective immediately.

8. POINTS OF CONTACT: The points of contact for this SOP are Ray Parcher and Bill Heiges, DoDDS-Europe Security Program Managers, DSN 334-2446/2694.



Dr. Nancy C. Bresell
Director, DoDDS-E



DoDDS-Europe School Drills & Exercises After-Action Report



District:

School Name:

Type of Drill:

Date of Drill:

Time of Drill:

Total Event Time:

Prepared By:

Phone Number:

Prior Notification and/or Coordination took place with the following:

DSO

DSSO

School Liaison Office

Police

Fire Department

Installation Antiterrorism Officer

General Observations:

Areas of Concern:

Recommendations to Improve Procedures:

Instructions: Complete this form within seven days of a school drill or exercise and submit it to your District Safety and Security Officer.

**KAISERSLAUTERN DISTRICT
School Drills and Exercises Report**

SY 10-11	Baumholder MHS	Bitburg ES	Bitburg MS	Bitburg HS	Kaiserslautern ES	Kaiserslautern MS	Kaiserslautern HS	Landstuhl EMS	Ramstein ES	Ramstein IS	Ramstein MS	Ramstein HS	Sembach ES	Sembach MS	Smith ES	Spangdahlem ES	Spangdahlem MS	Vogelweh ES	Wetzel ES
Fire Drill (Week 1)																			
Fire Drill (Week 2)																			
Fire Drill (Week 3)																			
Fire Drill (Week 4)																			
Lockdown (NLT 31 October)																			
Fire Drill (October) Bomb Threat (NLT 30 November)																			
Fire Drill (November) Shelter in Place (NLT 31 December)																			
Fire Drill (December)																			
Fire Drill (January) Lockdown (NLT 28 February)																			
Fire Drill (February)																			
Fire Drill (March)																			
Fire Drill (April)																			
Fire Drill (May)																			

Instructions: Place the dates for all scheduled and completed school drills and exercises in the corresponding boxes above. Submit this form to the area safety and security office by the 1st of each month.