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.

\[\text{Signature}\]

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.
Instructions: Please 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.

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