

RECORD OF EMERGENCY DRILLS

Name of School: _____

School Year: _____

FIRE DRILLS

| | Identity of Person Conducting Drill | Date & Time of Drill | Notification Method Used | Staff Members on Duty & Participating <i>(Attach separate list, if needed)</i> | Number of Occupants Evacuated | Special Conditions Simulated YES or NO <i>If YES, explain below.*</i> | Problems Encountered | Weather Conditions When Occupants Were Evacuated | Time Required Accomplishing Complete Evacuation |
|-----------|-------------------------------------|----------------------|--------------------------|---|-------------------------------|--|----------------------|--|---|
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| January | | | | | | | | | |
| February | | | | | | | | | |
| March | | | | | | | | | |
| April | | | | | | | | | |
| May | | | | | | | | | |
| June | | | | | | | | | |

*Special Conditions simulated: _____

*Fire drills are to be conducted and recorded at least once a month for elementary, quarterly for intermediate, and twice a year for secondary.
All students, staff and visitors are required to leave the facility during the drill.*

LOCKDOWN DRILLS

| Semester | Date | Comments |
|----------|------|----------|
| First | | |
| Second | | |

EARTHQUAKE DRILLS

| Quarter | Date | Person Responsible | Total Evacuation Time | Time of Drill |
|---------|------|--------------------|-----------------------|---------------|
| First | | | | |
| Second | | | | |
| Third | | | | |
| Fourth | | | | |