

RECORD OF EMERGENCY DRILLS

Name of School: _____ School Year: _____

Fire Drills

Month	Date	Time of Day	Evacuation Time	Person Responsible
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

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
1st		
2nd		

Earthquake Drills

Quarter	Date	Time of Day	Evacuation Time	Person Responsible
First Quarter				
Second Quarter				
Third Quarter				
Fourth Quarter				

Earthquake drills are to be conducted and recorded at least quarterly.