

EMERGENCY DRILLS RECORD

_____ School _____, Principal

Instructions: Board policy requires that emergency drills be conducted on a monthly basis. Please fill out the above record as drills are conducted in your school. A duplicate copy of the original record should be forwarded to the central office and directed to the attention of the Superintendent at the end of the school year. Proper school officials should file the original form for permanent reference.

	<u>Date</u>	<u>Time</u>	<u>Evacuation Time</u>	<u>Prin.'s Initials or Signature</u>
August				
Fire Drill	_____	_____	_____	_____
Alarm Malfunction	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If yes please explain and indicate location/building)		

Other Problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If yes explain)		

	<u>Date</u>	<u>Time</u>	<u>Evacuation Time</u>	<u>Prin.'s Initials or Signature</u>
Tornado Drill	_____	_____	_____	_____
Alarm Malfunction	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If yes please explain and indicate location/building)		

Other Problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If yes explain)		

** Bus drills should be conducted two times (2) a year and logged in the space provided.
**Any malfunctions with alarms or other problems should be recorded in the space provided

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September				
Fire Drill	_____	_____	_____	_____
Alarm Malfunction	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If yes please explain and indicate location/building)		

Other Problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If yes explain)		

	<u>Date</u>	<u>Time</u>	<u>Evacuation Time</u>	<u>Prin.'s Initials or Signature</u>
Tornado Drill	_____	_____	_____	_____
Alarm Malfunction	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If yes please explain and indicate location/building)		

Other Problems	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If yes explain)		

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October				
Fire Drill	_____	_____	_____	_____

Alarm Malfunction Yes No (If yes please explain and indicate location/building)

Other Problems Yes No (If yes explain)

	<u>Date</u>	<u>Time</u>	<u>Evacuation Time</u>	<u>Prin.'s Initials or Signature</u>
Tornado Drill	_____	_____	_____	_____

Alarm Malfunction Yes No (If yes please explain and indicate location/building)

Other Problems Yes No (If yes explain)

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November				
Fire Drill	_____	_____	_____	_____

Alarm Malfunction (explain): _____

Other Problems Yes No (If yes explain)

	<u>Date</u>	<u>Time</u>	<u>Evacuation Time</u>	<u>Prin.'s Initials or Signature</u>
Tornado Drill	_____	_____	_____	_____

Alarm Malfunction (explain): _____

Other Problems Yes No (If yes explain)

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December				
Fire Drill	_____	_____	_____	_____

Alarm Malfunction (explain): _____

Other Problems Yes No (If yes explain)

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January				
Fire Drill	_____	_____	_____	_____
Alarm Malfunction (explain):	_____			

Other Problems Yes No (If yes explain)

	<u>Date</u>	<u>Time</u>	<u>Evacuation Time</u>	<u>Prin.'s Initials or Signature</u>
Tornado Drill	_____	_____	_____	_____
Alarm Malfunction (explain):	_____			

Other Problems Yes No (If yes explain)

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February				
Fire Drill	_____	_____	_____	_____

Alarm Malfunction (explain): _____

Other Problems Yes No (If yes explain)

	<u>Date</u>	<u>Time</u>	<u>Evacuation Time</u>	<u>Prin.'s Initials or Signature</u>
Tornado Drill	_____	_____	_____	_____

Alarm Malfunction (explain): _____

Other Problems Yes No (If yes explain)

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March

Fire Drill _____

Alarm Malfunction (explain): _____

Other Problems Yes No (If yes explain)

	<u>Date</u>	<u>Time</u>	<u>Evacuation Time</u>	<u>Prin.'s Initials or Signature</u>
--	-------------	-------------	----------------------------	--

Tornado Drill _____

Alarm Malfunction (explain): _____

Other Problems Yes No (If yes explain)

*** Bus drills should be conducted two times (2) a year and logged in the space provided.
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April				
Fire Drill	_____	_____	_____	_____

Alarm Malfunction (explain): _____

Other Problems Yes No (If yes explain)

	<u>Date</u>	<u>Time</u>	<u>Evacuation Time</u>	<u>Prin.'s Initials or Signature</u>
Tornado Drill	_____	_____	_____	_____

Alarm Malfunction (explain): _____

Other Problems Yes No (If yes explain)

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May				
Fire Drill	_____	_____	_____	_____

Alarm Malfunction (explain): _____

Other Problems Yes No (If yes explain)

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	<u>Date</u>	<u>Time</u>	<u>Evacuation Time</u>	<u>Prin.'s Initials or Signature</u>
Bus Drills:				

Bus Drill _____

Complication(s) (explain): _____

	<u>Date</u>	<u>Time</u>	<u>Evacuation Time</u>	<u>Prin.'s Initials or Signature</u>
Bus Drill	_____	_____	_____	_____

Complication(s) (explain): _____

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