

Drill Schedule and Log

Use the following worksheet to plan drills for your school. Submit a copy of the schedule with your school’s plan, and use the original to document drills when they actually occur.

Fire Drills: Two fire drills in the first month of school, and one per month each following month.

Monthly Schedule	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments, Notes
1 st :					
2 nd :					
3 rd :					
4 th :					
5 th :					
6 th :					
7 th :					
8 th :					
9 th :					
10 th :					
11 th :					
12 th :					

Earthquake Drills: Two each year.

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1 st :				
2 nd :				

Severe Weather Safe Area: Twice each year, including one in March

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1 st :				
March:				

Other Drills or Practice: Such as Lockdown, Shelter in Place, Intruder, Bomb Threat, etc.

Date Scheduled	Date Conducted	Event Scheduled	Comments, Notes