

School Emergency Drills Documentation Form



Type of Drill

- ☐ Fire Drill (9 required)
- ☐ Tornado Drill (1 required)
- ☐ Lock Down/Shelter in Place Drill (1 per semester)
- ☐ Earthquake Drill
- ☐ Room Panic Devices

Weather Conditions

- ☐ Sunny
- ☐ Cloudy
- ☐ Raining
- ☐ Windy
- ☐ Calm
- ☐ ____ Temperature

Fire Department Notified?

- ☐ Yes
- ☐ No

If so, how?

- ☐ Telephone
- ☐ Fire Alarm System

Name of Reporting School: _____

Date of Drill: _____ Time drill was held: _____ (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total Participants: _____ Students _____ Faculty/Staff

All rooms searched to ensure evacuation of all: ☐ Yes ☐ No

Everyone gathered at designated meeting place: ☐ Yes ☐ No

Remarks: _____

This report is for emergency drill # _____ for school year _____.

Name and title of person conducting drill: _____ / _____

Signature of person conducting drill: _____

Drill Was Coordinated With:

- ☐ Emergency Management Coordinator
Name & Title _____

AND

- ☐ Law Enforcement (county sheriff or chief of police or designee)
Name & Title _____

OR

- ☐ Fire (fire chief or designee)
Name & Title _____

Conducted Once/ Yr.

Check all that apply.

- ☐ Alerts Office
- ☐ Alerts Law Enf.
- ☐ Alerts 9-1-1

Locations:

- ☐ Office
- ☐ Classrooms
- ☐ Other

A record of
fire exit drills
shall be kept
on premises

Copies of
fire drill
reports shall
be kept on
file for 3
years

Use a
different pull
station each
month for
drills

Return 1 copy to MCSD Operations Department

Updated: October 2019