

# Drill Schedule and Log

Special note: As of 2013, all four emergency response drills (fire, lockdown, severe weather and earthquake) must be conducted by the first 30 days of the new school year and must be conducted again in January. 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 <sup>st</sup> :	8-15-18	Sunny	410	2 min 3 sec	Exit time needs improved
2 <sup>nd</sup> :	10-25-18	Cool	425	1 min 35 sec	
3 <sup>rd</sup> :					
4 <sup>th</sup> :					
5 <sup>th</sup> :					
6 <sup>th</sup> :					
7 <sup>th</sup> :					
8 <sup>th</sup> :					
9 <sup>th</sup> :					
10 <sup>th</sup> :					
11 <sup>th</sup> :					
12 <sup>th</sup> :					

**Earthquake Drills:**

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
10-22	10-22-18	420	5	Procedure reviewed
2 <sup>nd</sup> :				

**Severe Weather Safe Area:**

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1 <sup>st</sup> : 10-22	10-22-18	420	5	Procedure reviewed
2 <sup>nd</sup> :				

**Lockdown:**

Date Scheduled	Date Conducted	Event Scheduled	Comments, Notes
1 <sup>st</sup> :			
2 <sup>nd</sup> :			

**Drill and/or Disaster Report**

**THIS FORM IS TO BE USED TO REPORT ALL FIRE, TORNADO, BOMB, LOCKDOWN, AND EARTHQUAKE DRILLS.**

NAME OF SCHOOL Sheldon Clark PRINCIPAL Martha Williams

Drill  Actual Event

TYPE OF DRILL:  Fire  Tornado  Earthquake  Bomb Threat  Lockdown

Date of Drill/Event 8-15-18 Time of Drill/Event \_\_\_\_\_

Time taken to evacuate building or to seek shelter \_\_\_\_\_

Time elapsed during drill/event, if appropriate 2 min 3 sec

Number of students using  Crutches \_\_\_\_\_  Wheelchairs \_\_\_\_\_ Other, specify \_\_\_\_\_

Was building safety ascertained?  Yes  No

By whom?  Superintendent  Law enforcement  Fire Department personnel

Were students transported to another facility?  Yes  No

Was there a decision to dismiss school early?  Yes  No

COMMENTS: (Include any comments about safety or problems encountered during the drill.)

Need to work on time to get out of the building

**ADDITIONAL INFORMATION FOR FIRE DRILLS**

Total number of persons (certified and classified employees and students) in the building at time of the drill: 410

Weather conditions at time of fire drill: Sunny / Hot

For each drill, the Principal/designee shall complete and keep on file this form and provide copy(ies) to the Superintendent/designee, as required.

\_\_\_\_\_  
*Principal/designee's Signature* 8-15-18  
*Date*

**THIS FORM IS TO BE USED WITH THE FOLLOWING PROCEDURES:**

- 05.41 AP.1, 05.42 AP.1
- 05.43 AP.1, 05.47 AP.1

Review/Revised:7/18/06

**Drill and/or Disaster Report**

**THIS FORM IS TO BE USED TO REPORT ALL FIRE, TORNADO, BOMB, LOCKDOWN, AND EARTHQUAKE DRILLS.**

NAME OF SCHOOL Sheldon Clark PRINCIPAL M. Williams

Drill  Actual Event

TYPE OF DRILL:  Fire  Tornado  Earthquake  Bomb Threat  Lockdown

Date of Drill/Event 10.22.18 Time of Drill/Event 9:05

Time taken to evacuate building or to seek shelter \_\_\_\_\_

Time elapsed during drill/event, if appropriate 5 minutes

Number of students using  Crutches \_\_\_\_\_  Wheelchairs \_\_\_\_\_ Other, specify \_\_\_\_\_

Was building safety ascertained?  Yes  No

By whom?  Superintendent  Law enforcement  Fire Department personnel

Were students transported to another facility?  Yes  No

Was there a decision to dismiss school early?  Yes  No

COMMENTS: (Include any comments about safety or problems encountered during the drill.)

Mr. James went over procedure for Tornado drill

**ADDITIONAL INFORMATION FOR FIRE DRILLS**

Total number of persons (certified and classified employees and students) in the building at time of the drill: 420

Weather conditions at time of fire drill: \_\_\_\_\_

For each drill, the Principal/designee shall complete and keep on file this form and provide copy(ies) to the Superintendent/designee, as required.

V. Proton 10.22.18  
Principal/designee's Signature Date

**THIS FORM IS TO BE USED WITH THE FOLLOWING PROCEDURES:**

- 05.41 AP.1, 05.42 AP.1
- 05.43 AP.1, 05.47 AP.1

Review/Revised:7/18/06

**Drill and/or Disaster Report**

**THIS FORM IS TO BE USED TO REPORT ALL FIRE, TORNADO, BOMB, LOCKDOWN, AND EARTHQUAKE DRILLS.**

NAME OF SCHOOL Sheldon Clark PRINCIPAL M. Williams

Drill  Actual Event

TYPE OF DRILL:  Fire  Tornado  Earthquake  Bomb Threat  Lockdown

Date of Drill/Event 10:22:18 Time of Drill/Event 9:20

Time taken to evacuate building or to seek shelter \_\_\_\_\_

Time elapsed during drill/event, if appropriate 5mins

Number of students using  Crutches \_\_\_\_\_  Wheelchairs \_\_\_\_\_ Other, specify \_\_\_\_\_

Was building safety ascertained?  Yes  No

By whom?  Superintendent  Law enforcement  Fire Department personnel

Were students transported to another facility?  Yes  No

Was there a decision to dismiss school early?  Yes  No

COMMENTS: *(Include any comments about safety or problems encountered during the drill.)*

Mr James reviewed procedures

**ADDITIONAL INFORMATION FOR FIRE DRILLS**

Total number of persons (certified and classified employees and students) in the building at time of the drill: 420

Weather conditions at time of fire drill: \_\_\_\_\_

For each drill, the Principal/designee shall complete and keep on file this form and provide copy(ies) to the Superintendent/designee, as required.

W. Preston  
*Principal/designee's Signature*

10.22.18  
*Date*

**THIS FORM IS TO BE USED WITH THE FOLLOWING PROCEDURES:**

- 05.41 AP.1, 05.42 AP.1
- 05.43 AP.1, 05.47 AP.1

Review/Revised:7/18/06

**Drill and/or Disaster Report**

**THIS FORM IS TO BE USED TO REPORT ALL FIRE, TORNADO, BOMB, LOCKDOWN, AND EARTHQUAKE DRILLS.**

NAME OF SCHOOL Sheldon Clark PRINCIPAL M. Williams

Drill  Actual Event

TYPE OF DRILL:  Fire  Tornado  Earthquake  Bomb Threat  Lockdown

Date of Drill/Event 10/25/18 Time of Drill/Event 2:15

Time taken to evacuate building or to seek shelter \_\_\_\_\_

Time elapsed during drill/event, if appropriate \_\_\_\_\_

Number of students using  Crutches 1  Wheelchairs \_\_\_\_\_ Other, specify \_\_\_\_\_

Was building safety ascertained?  Yes  No

By whom?  Superintendent  Law enforcement  Fire Department personnel

Were students transported to another facility?  Yes  No

Was there a decision to dismiss school early?  Yes  No

COMMENTS: (Include any comments about safety or problems encountered during the drill.)

We used this drill to practice safety procedures for a fire drill. Three students were pulled in so we could make sure teachers were calling roll of their class.

Total number of persons (certified and classified employees and students) in the building at time of the drill: 425

Weather conditions at time of fire drill: cloudy & cool

For each drill, the Principal/designee shall complete and keep on file this form and provide copy(ies) to the Superintendent/designee, as required.

M. Williams  
Principal/designee's Signature

10/25/18  
Date

**THIS FORM IS TO BE USED WITH THE FOLLOWING PROCEDURES:**

- 05.41 AP.1, 05.42 AP.1
- 05.43 AP.1, 05.47 AP.1

Review/Revised:7/18/06