



SAFETY DRILL LOG

School:	School Year:
Principal:	Phone Number:
Fax Number:	Date Submitted:

Use the following worksheet to plan drills for your school. Submit your completed copy to Emergency Management before the last day of school. **A total of 11- Fire Drills** will be conducted during the school year, seven (7) requiring full evacuation with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, four (4) Fire Safety Educational Announcements, “not” requiring full evacuation. Each school shall conduct at least one Armed Intruder /Lock-Down drill annually, the Intruder/Lock-Down drill shall be conducted in the first thirty (30) days of school operations; **Three (3) Other Drills** “not requiring full evacuation” during the school year, which shall include two (2) Earthquake Preparedness drills and one (1) Severe Weather drills. One (1) CPR and AED drill. A record of all fire drills, including the time and date, shall be kept in the respective school or institutional offices and shall be made available upon request to the state fire marshal, or the state fire marshal's deputies or assistants, for inspection and review.

Schools **MUST** complete this drill log every school year as indicated below to **be in compliance with State Law**. Additional drills are permitted, if desired.

FIRE DRILLS

MONTHLY SCHEDULE	DATE CONDUCTED	WEATHER CONDITION	NUMBER OF OCCUPANTS	EVACUATION TIME	COMMENTS/NOTES
1st FIRE DRILL (Within first 15 days of operation)					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					
APRIL					
MAY					

OTHER DRILLS:

	DATE CONDUCTED	NUMBER OF OCCUPANTS	EVACUATION TIME	COMMENTS NOTES
INTRUDER/LOCKDOWN				
Earthquake #1				
Earthquake #2				
Severe Weather				
AED/CPR				