

Drill Report

(Please submit report to Josie Stijepovic, Director of Risk Management)

School Site: _____ Date: _____

Drill type: Fire Lock down Earthquake Other: _____

Scheduled _____ Unscheduled _____

Drill start time: _____ Drill end time: _____ Total time: _____

Weather conditions: _____

Building evacuation time: _____ minutes

Did teachers take disaster clipboards? Yes: _____ No: _____

Was attendance taken after evacuation? Yes: _____ No: _____

Were all students present and accounted for? Yes: _____ No: _____

Were teachers notified prior to drill? Yes: _____ No: _____

Method of notification: _____

Were all doors and windows closed? Yes: _____ No: _____

Was the local fire department notified? Yes: _____ No: _____

Did the local fire department participate? Yes: _____ No: _____

Special conditions simulated:

Problems encountered:

Suggestions:
