

APPENDIX D
REPORT

SCHOOL FIRE & EVACUATION/LOCKDOWN DRILL

SCHOOL		YEAR	
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FIRE DRILLS						
Drill Date		Fire Alarm Location	Length of Time for Evacuation (Including building check)	Post Drill Recommendations	Required Follow-Up	Principal Initials
1						
2						
3						
4						
5						
6						

LOCKDOWN DRILLS				
Drill Date		Post Drill Recommendations	Required Follow-Up	Principal Initials
1				
2				

Principal Signature		Date	
Superintendent Signature		Date	

This fully completed report is to be signed by the Principal and Superintendent at the end of every school year.

NOTE: Please complete and email a copy of this report to your respective Superintendent of Education at the end of each term (January 31 and June 30). Keep a copy of this report in your School Emergency Binder.