

School _____

DRILL LOG SCHEDULE 2018-19

FIRE DRILLS: Per Board Policy, you shall have two fire drills the first two weeks of a school year and one per month through the remainder of the year. The local fire dispatch office should be contacted both before and after conducting a fire drill. Fire drills shall include the complete evacuation of all persons from the building.

Monthly Schedule	Date	Time	Evacuation Time	Number of Occupants	# Needing Assistance	Fire Dept Involved Y/N	Comments, Notes	Administrator Initials*
August								
August								
Sept.								
Oct.								
Nov.								
Dec.								
Jan								
Feb.								
March								
April								
May								
June								

EARTHQUAKE - One drill within the first 30 days, one drill in Jan.

LOCKDOWN - One drill within the first 30 days, one drill in Jan.

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Administrator Initials*	Date Scheduled	Date Conducted	Number of Occupants	Response Time	Administrator Initials*

TORNADO: One drill within the first 30 days and one in Jan.

Each building should have a designee to monitor weather radios during severe weather conditions.

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes	Administrator Initials*

Other:

Date Scheduled	Date Conducted	Event	Response Time	Comments, Notes	Administrator Initials*

* Initials indicate drill completion

At end of each month, please fax or email a copy of this completed form to
the Montgomery County Board of Education Fax 497-8780

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

Principal Signature: _____