



Verification of Required Elementary School Drills

- Record and initial dates required drills (listed below) were conducted.
- Post this form in main office by fire alarm panel for two years.
- Fax verified form to Facilities at **201-6094** or **51094** - quarterly (see dates due).

School: _____

| Write and Initial Date Each Drill Was Conducted | | (1 st Quarter due October)* |
|---|---|--|
| Fire (one drill per month) | Drop (one drill/1 st month of each quarter) | Lockdown (only one per year required) |
| Aug: | | |
| Sept: | | |
| Oct: | | |
| Principal's verification that above drills were conducted | | |
| Name _____ | | Signature _____ Date _____ |

| Write and Initial Date Each Drill Was Conducted | | (2 nd Quarter due December) |
|---|---|--|
| Fire (one drill per month) | Drop (one drill/1 st month of each quarter) | Lockdown (only one required per year) |
| Nov: | | |
| Dec: | | |
| Principal's verification that above drills were conducted | | |
| Name _____ | | Signature _____ Date _____ |

| Write and Initial Date Each Drill Was Conducted | | (3 rd Quarter due April) |
|---|---|--|
| Fire (one drill per month) | Drop (one drill/1 st month of each quarter) | Lockdown (only one required per year) |
| Jan: | | |
| Feb: | | |
| March: | | |
| Principal's verification that above drills were conducted | | |
| Name _____ | | Signature _____ Date _____ |

| Write and Initial Date Each Drill Was Conducted | | (4 th Quarter due June) |
|---|---|--|
| Fire (one drill per month) | Drop (one drill/1 st month of each quarter) | Lockdown (only one required per year) |
| April: | | |
| May: | | |
| June: | | |
| Principal's verification that above drills were conducted | | |
| Name _____ | | Signature _____ Date _____ |

* Ed Code mandates conducting Fire Drills each month & Drop Drills each quarter. Track drills by quarter – fax by due date