



Verification of Required High 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 (dates due noted).

School: _____

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

Write and Initial Date Each Drill Was Conducted		(2 nd Quarter due December)
Fire (not required 2nd Quarter of each Semester)	Drop (not required 2nd Quarter of each Semester)	Lockdown (only one per year required)
Principal's verification that above drills were conducted		
Name _____		Signature _____

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

Write and Initial Date Each Drill Was Conducted		(4 th Quarter due June)
Fire (not required 2 nd Quarter of each Semester)	Drop (not required 2 nd Quarter of each Semester)	Lockdown (only one per year required)
Principal's verification that above drills were conducted		
Name _____		Signature _____

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