



Verification of Required Middle 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 quarter)	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 _____	Date _____

Write and Initial Date Each Drill Was Conducted			(2 nd Quarter due December)
Fire (one drill / 1 st month of each quarter)	Drop (not required 2 nd quarter of each semester)	Lockdown (only one per year required)	
Oct or Nov:			
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 / 1 st month of each quarter)	Drop (one drill / 1 st month of each Semester)	Lockdown (only one per year required)	
January:			
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 / 1 st month of each quarter)	Drop (not required 2 nd quarter of each semester)	Lockdown (only one per year required)	
March or April:			
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