

## 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 <sup>st</sup> Quarter due October)*		
<b>Fire</b> (one drill per month)	<b>Drop</b> (one drill/1 <sup>st</sup> month	Lockdown (only one per
Aug:	of each quarter)	year required)
Sept:		
Oct:		
Principal's verification that above drills were conducted		
Name	Signature	Date
Write and Initial Date Each Drill Was Conducted (2 <sup>nd</sup> Quarter due December)		
Fire (one drill per month)	<b>Drop</b> (one drill/1 <sup>st</sup> month of each quarter)	<b>Lockdown</b> (only one required per year)
Nov:	1 /	
Dec:		
Principal's verification that above drills were conducted		
Name	Signature	Date
Write and Initial Date Each Drill Was Conducted (3 <sup>rd</sup> Quarter due April)		
Write and Initial Date Eac	h Drill Was Conducted	(3 <sup>rd</sup> Quarter due April)
	h Drill Was Conducted Drop (one drill/1 <sup>st</sup> month	(3 <sup>rd</sup> Quarter due April) <b>Lockdown</b> (only one
Write and Initial Date Eac Fire (one drill per month) Jan:		
Fire (one drill per month)	<b>Drop</b> (one drill/1 <sup>st</sup> month	Lockdown (only one
<b>Fire</b> (one drill per month) <b>Jan:</b>	<b>Drop</b> (one drill/1 <sup>st</sup> month	Lockdown (only one
Fire (one drill per month) Jan: Feb:	<b>Drop</b> (one drill/1 <sup>st</sup> month of each quarter)	Lockdown (only one
Fire (one drill per month) Jan: Feb: March:	<b>Drop</b> (one drill/1 <sup>st</sup> month of each quarter)	Lockdown (only one
Fire (one drill per month) Jan: Feb: March: Principal's verification that above d	Drop (one drill/1 <sup>st</sup> month of each quarter) rills were conducted Signature	Lockdown (only one required per year) Date
Fire (one drill per month) Jan: Feb: March: Principal's verification that above d Name	Drop (one drill/1 <sup>st</sup> month of each quarter) rills were conducted Signature	<b>Lockdown</b> (only one required per year)
Fire (one drill per month) Jan: Feb: March: Principal's verification that above d Name Write and Initial Date Eac	Drop (one drill/1 <sup>st</sup> month of each quarter) rills were conducted Signature h Drill Was Conducted	Lockdown (only one required per year) Date (4 <sup>th</sup> Quarter due June)
Fire (one drill per month) Jan: Feb: March: Principal's verification that above d Name Write and Initial Date Eac Fire (one drill per month)	Drop (one drill/1 <sup>st</sup> month of each quarter) rills were conducted Signature h Drill Was Conducted Drop (one drill/1 <sup>st</sup> month	Lockdown (only one required per year) Date (4 <sup>th</sup> Quarter due June) Lockdown (only one
Fire (one drill per month) Jan: Feb: March: Principal's verification that above d Name Write and Initial Date Eac Fire (one drill per month) April:	Drop (one drill/1 <sup>st</sup> month of each quarter) rills were conducted Signature h Drill Was Conducted Drop (one drill/1 <sup>st</sup> month	Lockdown (only one required per year) Date (4 <sup>th</sup> Quarter due June) Lockdown (only one
Fire (one drill per month) Jan: Feb: March: Principal's verification that above d Name Write and Initial Date Eac Fire (one drill per month) April: May:	Drop (one drill/1 <sup>st</sup> month of each quarter) rills were conducted Signature h Drill Was Conducted Drop (one drill/1 <sup>st</sup> month of each quarter)	Lockdown (only one required per year) Date (4 <sup>th</sup> Quarter due June) Lockdown (only one
Fire (one drill per month) Jan: Feb: March: Principal's verification that above d Name Write and Initial Date Eac Fire (one drill per month) April: May: June:	Drop (one drill/1 <sup>st</sup> month of each quarter) rills were conducted Signature h Drill Was Conducted Drop (one drill/1 <sup>st</sup> month of each quarter)	Lockdown (only one required per year) Date (4 <sup>th</sup> Quarter due June) Lockdown (only one

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