

## Record of Emergency Practice Drills

Facility/Program Name: \_\_\_\_\_ Year: \_\_\_\_\_

Address: \_\_\_\_\_ Owner/Director Signature: \_\_\_\_\_

| Fire Drills (required)               |     |     |     |     |     |      |      |     |      |     |     |     |
|--------------------------------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
|                                      | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Date Held & Initials                 |     |     |     |     |     |      |      |     |      |     |     |     |
| Start Time                           |     |     |     |     |     |      |      |     |      |     |     |     |
| Time Needed to Evacuate Bldg.        |     |     |     |     |     |      |      |     |      |     |     |     |
| Alarm Signal Used (Y/N)              |     |     |     |     |     |      |      |     |      |     |     |     |
| Roll Call Completed After Evacuation |     |     |     |     |     |      |      |     |      |     |     |     |
| Drill Evaluation Completed/Filed     |     |     |     |     |     |      |      |     |      |     |     |     |

| Tornado Drills (required)        |     |     |     |     |     |      |      |     |      |     |     |     |
|----------------------------------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
|                                  | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Date Held & Initials             |     |     |     |     |     |      |      |     |      |     |     |     |
| Start Time                       |     |     |     |     |     |      |      |     |      |     |     |     |
| Time Needed to Evacuate          |     |     |     |     |     |      |      |     |      |     |     |     |
| Alarm Signal Used (Y/N)          |     |     |     |     |     |      |      |     |      |     |     |     |
| Roll Call Completed in Shelter   |     |     |     |     |     |      |      |     |      |     |     |     |
| Drill Evaluation Completed/Filed |     |     |     |     |     |      |      |     |      |     |     |     |

| Other Optional Drills (Rotate practicing evacuation, lock-down, shelter-in-place, etc.) |     |     |     |     |     |      |      |     |      |     |     |     |
|---|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
|   | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec |
| Date Held & Initials  |     |     |     |     |     |      |      |     |      |     |     |     |
| Start Time  |     |     |     |     |     |      |      |     |      |     |     |     |
| Type of Drill (See types below)   |     |     |     |     |     |      |      |     |      |     |     |     |
| Time Needed to Evacuate   |     |     |     |     |     |      |      |     |      |     |     |     |
| Alarm Signal Used   |     |     |     |     |     |      |      |     |      |     |     |     |
| Roll Call Completed in Shelter  |     |     |     |     |     |      |      |     |      |     |     |     |
| Drill Evaluation Completed/Filed  |     |     |     |     |     |      |      |     |      |     |     |     |

Type of Drill: 1) Shelter-in-place 2) Lock-down 3) Evacuation 4) Reverse Evacuation