

School READi HQ

Fire Drill Log

Record each fire drill as it happens. Keep this log on file for your records.

Date: _____ Drill type: _____ Start time: _____ End time: _____

Weather conditions: _____ Alarm heard in all areas? Yes / No

Everyone evacuated? Yes / No Total evacuation time: _____

Evacuation checklist — initial each area when cleared:

#	Area / location checked	All clear?	Notes
1		Yes / No	
2		Yes / No	
3		Yes / No	
4		Yes / No	
5		Yes / No	
6		Yes / No	
7		Yes / No	
8		Yes / No	

Conducted by (name / title): _____ Signature: _____

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Lockdown Drill Log

Record each lockdown drill as it happens. Keep this log on file for your records.

Date: _____ Drill type: _____ Start time: _____ End time: _____

Announcement made clearly? Yes / No Doors locked within target time? Yes / No

All students accounted for? Yes / No Total lockdown time: _____

Room / area checklist — initial each area when verified secure:

#	Area / location checked	All clear?	Notes
1		Yes / No	
2		Yes / No	
3		Yes / No	
4		Yes / No	
5		Yes / No	
6		Yes / No	
7		Yes / No	
8		Yes / No	

Conducted by (name / title): _____ Signature: _____

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Annual Drill Summary Log

One line per drill. Keep a running record of every drill held this school year.

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