

EMERGENCY DRILL LOG

Regulation 7.701.100

Drills must be held at unexpected times and under varying conditions to simulate the conditions of an actual fire. Drills must emphasize orderly evacuation.

Drills must include suitable procedures for ensuring that all persons in the building, or all persons subject to the drill, actually participate.

Fire alarm equipment must be used regularly in the conduct of fire exit drills. Hand bells or other alarm emanating devices may be used in lieu of fire alarm equipment if use of fire alarm equipment is not feasible.

A record of drills held over the past twelve (12) months must be maintained by the facility.

	Date	Time	Length of Time to Evacuate	Number of Children	Number of Adults	Exit(s) Blocked Or Location	Signature
Fire Drills (one per month)							
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
Shelter in Place (at least quarterly)							
January-March							
April-June							
July-September							
October-December							
Lockdown (at least quarterly)							
January-March							
April-June							
July-September							
October-December							
Active Shooter (at least quarterly)							
January-March							
April-June							
July-September							
October-December							

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	Date	Time	Length of Time to Evacuate	Number of Children	Number of Adults	Exit(s) Blocked Or Location	Signature
Tornado (monthly March-October)							
March							
April							
May							
June							
July							
August							
September							
October							
Other Disaster Drills appropriate to location (forest fire, flood, earthquake, gas leak, etc)							

“Lockdown drill” means a drill in which the occupants of a building are restricted to the interior of the building and the building is secured.

“Shelter-in-place drill” means a drill in which the occupants of a building seek shelter in the building from an external threat.

“Active shooter on premises drill” means a drill to address an individual actively engaged in killing or attempting to kill people in a confined space or other populated area.