

SY 14/15



PREPAREDNESS DRILL DOCUMENTATION FORM

District: _____ School/Facility: _____

Person Completing Form: _____ Contact Ph: _____

Drills & Recommended Frequency	Date conducted	Person conducting drill	Time required to conduct drill	Date After-Action Review Conducted
BUILDING EVACUATION (Fire Drill) (At least one per month for each month school is in session 10 or more days) (one obstructed drill)				
LOCK DOWN (At least two per year)				
SEVERE WEATHER (At least two per year)				
SHELTER IN PLACE (At least two per year)				
REVERSE EVACUATION (At least two per year)				
*OTHER: AED Campus Nurse				

*Bus Evacuation Drill documentation information may be found on TX Dept. of Public Safety website

Distribution: Original—Superintendent or District Safety Coordinator
Copy—Insert into the School Emergency Operation Plan

Comments: _____
