



Adelanto *Elementary School District*

Drill Report

(Please submit report to Director of Risk Management)

School Site: _____ Date: _____

Drill type: Fire Lock down Earthquake Other: _____

Scheduled _____ Unscheduled _____

Drill start time: _____ Drill end time: _____ Total time: _____

Weather conditions: _____

Building evacuation time: _____ minutes

Did teachers take disaster clipboards? Yes: _____ No: _____

Was attendance taken after evacuation? Yes: _____ No: _____

Were all students present and accounted for? Yes: _____ No: _____

Were teachers notified prior to drill? Yes: _____ No: _____

Method of notification: _____

Were all doors and windows closed? Yes: _____ No: _____

Was the local fire department notified? Yes: _____ No: _____

Did the local fire department participate? Yes: _____ No: _____

Special conditions simulated:

Problems encountered:

Suggestions:



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Drill Requirements

- Drop procedure: (Per Ed Code 32282: Elementary = one each quarter; Secondary = once each semester)
- Fire Drills (Per Ed Code 32001: Elementary = once a month; Secondary = at least twice a school year)
- Lockdown Drills (2-3 per school year) = Lockdown procedures: two types of lockdowns,
 - a preventive lockdown for the vast majority of situations (where the teaching and work processes continue)
 - an emergency lockdown with more aggressive measures where there is imminent danger.