



**TRACY UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES DIVISION
FIRE, EARTHQUAKE, AND LOCKDOWN DRILL REPORT FORM**
(Reference EC Sections 32001, 35297 & 32282) (To be completed within 24 hours of drill)

School/Site Name: _____ Date: ____ / ____ / ____ (MM/DD/YYYY)

School Level: ☐ Elementary ☐ Intermediate ☐ High School

Drill Type: ☐ Fire ☐ Earthquake ☐ Lockdown (Report each drill on a separate form)

Purpose: To remain compliant with the California Education Code regarding fire, earthquake, and lockdown safety drills, please ensure drills are scheduled accordingly, and that this form is completed, signed, dated, and submitted to the DEC, Business Services Office within 24 hours of the drill via email to csousa@tusd.net. Each drill must be conducted and documented separately in accordance with California Fire Code Section 405.3. **Lockdown and Fire Drills should not be conducted on the same day.**

Fire Drills:

In accordance with Education Code § 32001, fire drills shall be conducted as follows:

- **Elementary level:** one every month during the school year
- **Intermediate level:** four times during the school year
- **High school level:** twice during the school year

An emergency fire drill of each school year shall be conducted within 10 days of the beginning of classes. Fire and lockdown drills should not be conducted on the same day.

Earthquake Drills:

In accordance with Education Code § 35297, earthquake drills shall be conducted as follows:

- **Elementary level:** one each quarter during the school year 4 (1 per quarter)
- **Intermediate level:** one each quarter during the school year 4 (1 per quarter)
- **High school level:** one per semester during the school year 2 (1 per semester)

Earthquake drills may be conducted on the same day as other emergency drills; however, conducting them on separate days is encouraged to provide more effective training and evaluation of each emergency procedure.

Lockdown Drills:

In accordance with Education Code § 32282, the Lockdown drills shall be conducted as follows:

- **Elementary level:** one per semester during the school year 2 (1 per semester)
- **Intermediate level:** one per semester during the school year 2 (1 per semester)
- **High school level:** one per semester during the school year 2 (1 per semester)

The first lockdown drill must be completed within the first two weeks of school. Lockdown and Fire drills should not be conducted on the same day.

Principal's Signature: _____ Date of Drill: ____ / ____ / ____ (MM/DD/YYYY)

Time Drill Started: _____ AM ☐ PM ☐ Time Drill Completed (Fire Drill): _____ AM ☐ PM ☐

Total Evacuation Time: _____ minutes

COMMENTS/ISSUES/FOLLOW-UP NEEDED

FOR BUSINESS SERVICES OFFICE USE ONLY

M&O/Safety Coordinator (for review or follow-up and recommendations):

Signature: _____
(Risk Manager/Safety Coordinator/Designee)

Date: ____ / ____ / ____ (MM/DD/YYYY)