



Emergency Drill Documentation Sheet

YEAR _____ **922 KAR 2:120, Section 3.** (12) A fire drill shall be: (a) Conducted during hours of operation at least monthly; and (b) Documented. (13) An earthquake drill, shelter-in-place or lockdown drill, and [a] tornado drill shall be: (a) Conducted during hours of operation at least quarterly; and (b) Documented.
 (**Attach individual classroom attendance forms with first and last names of staff/children present to meet required documentation needs)

Fire Drill	Date	Time of day	Weather	# of staff present	# of children present	Time needed to evacuate	Drill held by: (Initials)	Comments
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
Earthquake Drill	Date	Time of day	# of staff present	# of children	Notes: Use this space to document children's reactions to the drill that may be of future concern as well as other concerns you may have. (**)			
Jan-Mar								
Apr-June								
July-Sept								
Oct-Dec								
Tornado Drill	Date	Time of day	# of staff present	# of children	Notes: Use this space to document children's reactions to the drill that may be of future concern as well as other concerns you may have. (**)			
Jan-Mar								
Apr-June								
July-Sept								
Oct-Dec								
Lockdown Drill	Date	Time of day	# of staff present	# of children	Notes: Use this space to document children's reactions to the drill that may be of future concern as well as other concerns you may have. (**)			
Jan-Mar								
Apr-June								
July-Sept								
Oct-Dec								