



REDLANDS UNIFIED SCHOOL DISTRICT

RISK MANAGEMENT • 748-6743 • X20521

EMERGENCY & ACTIVE KILLER LOCKDOWN DRILL DOCUMENTATION

School: _____

Date of Drill: _____

Time of Drill: _____

Type of Drill (Check one)

- Emergency-Earthquake*
- Emergency-Fire**
- Active Killer Lockdown***

Drill Evaluation

YES

NO

PARTIAL

N/A

A. Telephone number of fire department posted in office

B. Person assigned to notify fire department

C. Evacuation plan posted in all classrooms

D. Orderly evacuation maintained during drill

E. Roll call book removed from all classrooms during drill

F. Roll call taken in classrooms

G. P.A. system operated properly according to AR 3516 and Emergency and Disaster Plan

H. Drop, cover, hold procedures followed in all classrooms

Principal/Designee Signature

* **Earthquake drills** shall be practiced at least once each school quarter in **elementary** schools and at least once a semester in **secondary** schools.

** **Fire drills** shall be practiced not less than once every calendar month at the **elementary** level, four times every school year at the **intermediate** level and not less than twice every school year at the **secondary** level

*** **Lockdown** drills are not required by California law, but it is an expectation of the Redlands Unified School District they be conducted by each school site, not less than once every school year.