



Emergency Drill Documentation Sheet

922 KAR 2:120, Section 3. (12) A fire drill shall be: (a) Conducted during hours of operation at least monthly; and (b) Documented detailing the date and time. (13) An earthquake drill, shelter-in-place drill, lockdown drill, and tornado drill shall be: (a) Conducted during hours of operation at least quarterly; and (b) Documented detailing the date and time.

YEAR: _____

**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 led 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 present			Lockdown Drill	Date	Time of Day	# of staff present	# of children present
Jan-Mar							Jan-Mar				
Apr-June							Apr-June				
July-Sept							July-Sept				
Oct-Dec							Oct-Dec				
Tornado Drill	Date	Time of Day	# of staff present	# of children present			Shelter-in-Place Drill	Date	Time of Day	# of staff present	# of children present
Jan-Mar							Jan-Mar				
Apr-June							Apr-June				
July-Sept							July-Sept				
Oct-Dec							Oct-Dec				

Note: Use back of form to document children's reactions to the drill that may be of future concern as well as other concerns you may have.