

***Oregon Conference Education Department  
Washington State School Record of Drill Instruction***

**Fire, Lockdown and Shelter in Place Drill Record**

<b>School:</b>		<b>School Year:</b>	
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Fire Drill Monthly	Date	Time Alarm Sounded	Time Building Cleared	Weather Conditions	Number of Occupants	Irregularities Noted	Principal Signature
<b>July</b>							
<b>August</b>							
<b>September</b>							
<b>October</b>							
<b>November</b>							
<b>December</b>							
<b>January</b>							
<b>February</b>							
<b>March</b>							
<b>April</b>							
<b>May</b>							
<b>June</b>							

Date	Time	Type	Time to get into place	Remarks	Principal Signature
		<b>Lockdown</b>			
		<b>Lockdown</b>			
		<b>Lockdown</b>			

Date	Time	Type	Time taken to get in place	Remarks	Principal Signature
		<b>Shelter in Place</b>			

Date	Time	School Mapping System Documented	Time to evacuate	Remark	Principal Signature

ESB 5620.SL: 1) One safety-related drill must be conducted each month that a school is in session, including summer session. 2) At least one drill using the school mapping information system. 3) At least three drills for lockdowns. 4) At least one drill for shelter in place. 5) At least three drills for fire evacuation. 6) And at least one other safety-related drill to be determined by the school.