



REDLANDS UNIFIED SCHOOL DISTRICT

RISK MANAGEMENT ● (909) 748-6743

FIRE AND DISASTER DRILL DOCUMENTATION

School _____

Date of Drill _____

Time of Drill _____

Type of Drill (check one)

Fire*

Disaster – Drop, Cover, Hold*

Lockdown

Drill Evaluation

Yes

No

Partial

Not Applicable

- 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 evacuation area
- G. Alarm system operated properly according to AR 6121 and Emergency and Disaster Plan
- H. Drop, cover, hold procedures followed in all classrooms

Please note corrective action to be taken if any of the above marked "No" or "Partial":

Principal/Designee Signature

*Fire drills are to be conducted once every calendar month at elementary schools and no less than twice yearly at secondary schools. Disaster drills are to be conducted at least one (1) time during each semester.