

# DENVER PUBLIC SCHOOLS

## EMERGENCY DRILL RECORD FOR FIRE, LOCKDOWN, AND SHELTER-IN-PLACE DRILLS

Each school is required to conduct a minimum of one Fire Exit Drill each month after conducting two drills in the first 30 days of the school year.

Each school is required to conduct a minimum of one Lockdown Drill and one Shelter-In-Place Drill each semester. [Write additional comments on the back of this sheet.]

School: \_\_\_\_\_ Principal: \_\_\_\_\_ School Year: \_\_\_\_\_

	August	September	October	November	December	January	February	March	April	May	June
<b>Fire Drill</b>											
Date											
Start Time											
End Time											
Elapsed Time											
Last Out											
Comments											
<b>Lockdown</b>											
Date											
Start Time											
End Time											
Elapsed Time											
Comments											
<b>Shelter-In-Place</b>											
Date											
Start Time											
End Time											
Elapsed Time											
Comments											

Please maintain a copy of this completed form at the school.

**Please return the completed form to the Risk Management Department before July 1 of the current school year.**