

HOWARD COUNTY PUBLIC SCHOOLS
 10910 Route 108, Ellicott City, Maryland 21042

EMERGENCY PROCEDURES AND EVACUATION DRILL RECORD

_____ School Year

School: _____

Principal: _____

Drill Number	Date	Day of Week	Time of Drill	Type of Drill/ Procedure Tested	Evacuation Time	Remarks
1.	_____	_____	_____	Evacuation	_____	_____
2.	_____	_____	_____	Evacuation	_____	_____
3.	_____	_____	_____	Evacuation	_____	_____
4.	_____	_____	_____	Evacuation	_____	_____
5.	_____	_____	_____	Evacuation	_____	_____
6.	_____	_____	_____	Evacuation	_____	_____
7.	_____	_____	_____	Evacuation	_____	_____
8.	_____	_____	_____	Evacuation	_____	_____
9.	_____	_____	_____	Evacuation	_____	_____
10.	_____	_____	_____	Evacuation	_____	_____
Actions	Six, Unannounced Emergency Action Drills Required: Principals may schedule them in any order. An After-Action Review and Report is required for all evacuation and emergency action drills.					
1.	_____	_____	_____	Lock Down	_____	_____
2.	_____	_____	_____	Shelter-in-Place/Hazmat	_____	_____
3.	_____	_____	_____	Duck, Cover and Hold On	_____	_____
4.	_____	_____	_____	Reverse Evacuation	_____	_____
5.	_____	_____	_____	Modified Lock Down	_____	_____
6.	_____	_____	_____	Shelter-in-Place/Severe Weather	_____	_____

_____ Date

_____ Signature of Principal

Completed form must be submitted to the office of the Chief Operating Officer.