**HOWARD COUNTY PUBLIC SCHOOLS**

**10910 Clarksville Pike, Ellicott City, Maryland 21042**

## Emergency Procedures and Evacuation Drill Record

**2015 – 2016 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.*