Dundee Community Schools

Required Emergency Drill Compliance Form

Each school is required to have emergency drills during the school year. The requirements state that there is to be six (6) fire drills, two (2) tornado drills and two (2) lock down drills. It is recommended that these drills be scheduled during different times during the day. Please complete this form after each drill and provide a copy for the Building Principal to file and one for the Superintendent of Schools.

Date of Drill: 10/10/18                  Drill Number 1 of 5

_____ High School Building _____ Riverside Academy _____ Middle/Elementary Building

Type of Drill:  ✓ Fire _____ Tornado _____ Lock Down _____ Other, please detail

Time to: 5 mins Exit the Building _____ Get to the Safe Zone _____ Lock Down the Building

Was this a scheduled drill?  ✓ Yes      ____ No

Procedure Results:  ____ Excellent    ✓ Good     ____ Fair     ____ Poor

Areas of Weakness:
Some classroom doors were left open.

Areas of Strengths:
All children were accounted for.

Focus for next drill:
To have all classroom doors closed.

Cc: Building Principal File
    Superintendent of Schools