

School Safety Drill Log

Annual planning, one record per drill, and follow-up — one file for the whole year.

School name:

School year: Principal / safety coordinator:

Annual drill schedule planner

Enter the counts your district and state require — this planner does not set them. Spread drills across the year so every season, schedule, and class change gets covered.

Drill type	Drills planned this year	Target months	Owner
Fire / Evacuation			
Lockdown			
Earthquake			
Severe Weather			
Reverse Evacuation			

Year notes — schedule changes, new wings, anything that affects a drill

Designed to fit common K-12 documentation workflows — check your district's requirements.

Completed Sample — Drill Record & Follow-Up

SAMPLE — fictional school, for reference only

Copy the level of detail — not the details.

Sample — Drill Log Record (page 2, filled)

School: Roosevelt Elementary

Date of drill: Tuesday, October 14, 2025

Drill type: Fire / Evacuation (checked)

Announced: Yes — staff told at morning announcements

Start time (signal): 9:02 a.m.

All-clear time: 9:09 a.m.

Total evacuation time: 7 min until the last class reported in

Students counted: 412

Staff counted: 38

Headcount verified: Yes — checked twice at the assembly point by the office manager

Drill run by: J. Alvarez, Assistant Principal

Observed by: D. Nguyen, Safety Coordinator

Notes:

Rooms 14 and 15 reached the assembly point by the west gate instead of their assigned east gate — route cards in both rooms still show last year's map. One classroom door (Room 9) was found open after the room emptied. Everything else ran to plan.

Sample — Corrective Action Tracker (page 4, one row filled)

Date: Oct 14, 2025

Issue found: Exit route cards in Rooms 14–15 show last year's assembly point; Room 9 door left open during evacuation.

Action taken: New route cards printed and posted in both rooms; door-closing step added to the Room 9 teacher's drill card and briefed at the staff meeting.

Owner: D. Nguyen, Safety Coordinator

Due date: Oct 21, 2025

Verified fixed: Yes — walked both rooms and watched the doors during the Oct 28 walk-through.

Notice the pattern: the record says what actually happened, the tracker turns it into one owned action with a date, and the fix is verified in person — not assumed.