



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE




School Emergency Drill Form

ADDAMS Elementary

(Name of School)



EVACUATION/FIRE DRILLS

Evacuation of all staff, students, and visitors from the building

Required Emergency Drill Type	Date	Time	Administrator's Signature
Fire Drill # 1	9/18/23	2:30pm	
Fire Drill # 2	10/10/23	10:15Am	
Fire Drill # 3	10/25/23	9:45Am	
Fire Drill # 4			
Fire Drill # 5			

EMERGENCY DRILLS

Lockdown—Internal safety procedures for all staff, students and visitors

Required Emergency Drill Type	Date	Time	Administrator's Signature
Lockdown Drill # 1	9/12/23	1:15PM	
Lockdown Drill # 2	9/13/23	9:35Am	
Lockdown Drill # 3			

TORNADO DRILLS

Internal take-cover safety procedures for all staff, students, and visitors

Required Emergency Drill Type	Date	Time	Administrator's Signature
Tornado Drill # 1			
Tornado Drill #2			