



# DISTRICT SCHOOL BOARD OF PASCO COUNTY EMERGENCY DRILL RECORD

MIS Form #104  
8/02

\* Form must be completed and copy distribution made within 10 days of completion of drill.

School/Facility: \_\_\_\_\_ Bus No. \_\_\_\_\_

Date & Time of Drill: \_\_\_\_\_ Time Required: \_\_\_\_\_ No. of pupils: \_\_\_\_\_

Type of Drill:  **Fire**  **Bus Evac.**  **Bomb Threat**  **Severe Weather**  **Lockdown**

Was the drill announced in advance?  Yes  No How much prior notice was given? \_\_\_\_\_

Was the drill initiated by an outside source?  Yes  No If yes, who? \_\_\_\_\_

Outside participants/observers (Fire, law enforcement, etc.): \_\_\_\_\_

Results of drill: \_\_\_\_\_

Needs/Plans for next drill: \_\_\_\_\_

Reportee Name/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Bus Driver (if applicable): \_\_\_\_\_ Signature: \_\_\_\_\_

**Drill requirements:** **Fire** – 2 in first 30 days, 1 every 30 days while school is in session; **Bus Evacuation**- 2 per bus each school year; **Weather** – one each semester; **Lockdown** – one each semester. Details on these requirements may be found in the Guidelines for Emergency Operations & Critical Incident Planning Manual.

\* Distribution: White - Cost Center  
Canary - Facility Operations (Bomb Threat, Fire, Lockdown, Weather)  
Transportation (Bus Evacuation)  
Pink - District Safety Officer