CENTRAL KENTUCKY COMMUNITY ACTION COUNCIL, INC.

HEAD START PROGRAM

MONTHLY DRILL RECORD

CENTER/ CLASSROOM _____

Procedure: Fire, tornado, earthquake, and bus evacuation drills are to be conducted and recorded once a month. Record the exact amount of time it took to get everyone out of the building, to the pre-designated location, or off the bus. Roll call will be taken to make sure everyone is accounted for. List any comments and/or problems with any of the drills. 1304.22 Revised: 06/02;06/09

FIRE DRILL

DATE	TIME	# of Children	# of Adults	Comments

TORNADO DRILL

DATE	TIME	# of Children	# of Adults	Comments

EARTHQUAKE DRILL

DATE	TIME	# of Children	# of Adults	Comments

BUS EVACUATION DRILL

DATE	TIME	# of Children	# of Adults	Comments