



AOB Department of Schools

RECORD OF DRILLS

Prescribed Under COMAR Sec. 13a.02.02.04, Emergency Plan

School Name: _____

School Telephone: _____

School Location:

Street

City

County

Zip

COMAR, Section 13A.02.02.04. Emergency Plans sets forth the specific emergency response drills that each school should plan for and complete at least one of each of the following emergency response drills.

TYPE OF DRILL

MONTH/DAY DRILL CONDUCTED



Evacuation



Shelter in Place



Reverse Evacuation



Lock Down



Drop, Cover and Hold

Each of the prescribed drills is to be conducted once annually, except for the Lock Down Drill. Three lockdown drills are conducted annually, with one drill conducted each trimester. The initial drill is to be an

educational exercise for the school on the lock down process. The remaining two drills are to include completing the actual process of locking the school down.

This log is maintained throughout the school year and then must be uploaded to the Advance ED E/Prove system under the applicable assurance. The log must be uploaded to the assurance section of the system no later than the beginning of the next school year.

CERTIFICATION OF COMPLIANCE:

I hereby certify that the information provided herein is true and correct.

(Printed Name) _____

Signature: _____

(Title) _____

Date: _____