

VDOE Model Form

Date	Time	Person Conducting Drill	Notification Method Used	Number of Staff Participating	Number of Children Participating	Special Conditions Simulated	Amount of Time to Complete Drill	Weather Conditions (for evacuation drills only)	Problems Encountered If Any

- Evacuation Drills must be practiced each month
- Shelter-in-place Drills must be practiced a minimum of twice per year
- Lockdown Drill must be practiced annually
- Centers offering multiple shifts shall divide the simulated drills evenly among the various shifts
- Maintain the record of practice drills for at least one year