

**Facility Name:** \_\_\_\_\_

**Year** \_\_\_\_\_

**RECORD OF EMERGENCY RESPONSE DRILLS  
(8VAC20-780-550-G)**

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

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- 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