

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

\_\_\_\_\_ Fire Drill (5 required)(3 by 12/1)

\_\_\_\_\_ Standard

\_\_\_\_\_ Tornado Drill (2 required)( 1 in March)

\_\_\_\_\_ Class Change

\_\_\_\_\_ Shelter in Place (1 required)

\_\_\_\_\_ Recess

Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

Lunch

\_\_\_\_\_ Cardiac Drill (1 required)

Name of Reporting School: Lakes Elementary

Date of Drill: Tues April 28, 15 Time Drill was held: 12:02 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 minutes, 30 seconds

Total Participants: 490 students Remarks: Students in classrooms, lunch room and outside on play ground

This report is for Emergency Drill Fire# \_\_\_\_\_ out of 5 for school year 20\_\_/20\_\_

Tornado# \_\_\_\_\_ out of 2 for school year 20\_\_/20\_\_

Shelter IP# \_\_\_\_\_ out of 1 for school year 20\_\_/20\_\_

Lockdown# 2 out of 2 for school year 2014/2015

Cardiac# \_\_\_\_\_ out of 1 for school year 20\_\_/20\_\_

Name of person conducting drill: Sharon Wells

Title of person conducting drill: Principal

Signature of person conducting drill: 

Fire (fire chief or designee) present  
Name and Title: \_\_\_\_\_

**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL  
FAX NUMBER 866-7112**