

**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: PARKSIDE ELEMENTARY

Date of Drill: 3/17/16 Time Drill was held: 10:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 MINUTE S

Total Participants: 300 + Remarks: \_\_\_\_\_

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# <u>2</u>	out of 2 for school year 20 <u>15</u> /20 <u>16</u>
Cardiac# _____	out of 1 for school year 20__/20__

Name of person conducting drill: LARRY WATERS

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: 

Fire (fire chief or designee) present  
Name and Title: Brian L. [Signature]  
RHS Security

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