

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

- | | | | |
|-------------------------------------|---|-------|--------------|
| <input checked="" type="checkbox"/> | Fire Drill (5 required)(3 by 12/1) | _____ | Standard |
| _____ | Tornado Drill (2 required – 1 in March) | _____ | Class Change |
| _____ | Shelter in Place (2 required) | _____ | Recess |
| _____ | Lock Down (2 required 1 prior to Dec 1) | _____ | Lunch |

Name of Reporting School: Valley View El.

Date of Drill: 10/1/2015 Time Drill was held: 1:50 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: _____

Total Participants: ± 660 Remarks: Everyone exited the building in under 2 minutes.

This report is for Emergency Drill Fire# 2 out of 5 for school year 2015/16
Tornado# _____ out of 2 for school year _____
Shelter IP# _____ out of 2 for school _____
Lockdown# _____ out of 2 for school _____

Name of person conducting drill: Bob Siegel

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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

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