

# 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: 9/9/16 Time Drill was held: 10:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 10:07

Total Participants: 350 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# 1 out of 2 for school year 2016/2017

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

Name of person conducting drill: LARRY WATERS

Title of person conducting drill: \_\_\_\_\_

Signature of person conducting drill: \_\_\_\_\_

Fire (fire chief or designee) present Mr. L. C. [Signature]  
 Name and Title: \_\_\_\_\_  
Security PMS

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