

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

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

X

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

X Cardiac Drill (1 required)

Name of Reporting School: ERMS

Date of Drill: 10-26-16 Time Drill was held: 1:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 8 Remarks: Critical Care Team -

David Lee - retrieved AED, Jennifer Leja, Ray McNally started CPR.  
Mike Ramm, Lee Hough also did CPR.

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

Cardiac# 1 out of 1 for school year 2016/2017

Name of person conducting drill: Lee Hough

Title of person conducting drill: Health Care Para Pro

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**