

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

_____ Fire Drill (5 required)(3 by 12/1)

10:00 a.m. Standard

_____ Tornado Drill (2 required)(1 in March)

_____ Class Change

_____ Shelter in Place (1 required)

_____ Recess

X 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:

3/16/17

Time Drill was held:

10:00

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

3 MINUTES

Total Participants:

350 +

Remarks:

SHELTER IN PLACE

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 2016/2017

Cardiac# _____

out of 1 for school year 20__/20__

Name of person conducting drill:

LARRY WATTERS

Title of person conducting drill:

PRINCIPAL

Signature of person conducting drill:



Fire (fire chief or designee) present

Name and Title:

Jason Bradley P.S.O

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