

# School Emergency Drills Documentation Form

Type of Drill:

- Fire Drill (5 required)(3 by 12/1)  
 Tornado Drill (2 required)( 1 in March)  
 Shelter in Place (1 required)  
 Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)  
 Cardiac Drill (1 required)

Time of Drill:

- Standard  
 Class Change  
 Recess  
 Lunch

Name of Reporting School: Lakes Elementary

Date of Drill: 8-31-17 Time Drill was held: 1:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2Min 15 sec

Total Participants: 572 Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire#	<u>1</u>	out of 5 for school year 20 <u>17</u> /20 <u>18</u>
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#	_____	out of 1 for school year 20__/20__

Name of person conducting drill: \_\_\_\_\_

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

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

Fire (fire chief or designee) present

Name and Title: Michelle From Security

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