

# School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

<u>X</u>	Fire Drill (5 required)(3 by 12/1) 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

Date of Drill: 9/15/17 Time Drill was held: 11:00 (a.m./p.m.)

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

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

This report is for Emergency Drill Fire# 1 out of 5 for school year 2017-2018  
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: [Signature] [Signature]

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