

**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: 11/3/17 Time Drill was held: 1:10 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1 MIN 50 SEC

Total Participants: 300 + Remarks: \_\_\_\_\_

This report is for Emergency Drill

|                   |   |
|-------------------|---|
| Fire# <u>4</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: LARRY WATTERS

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: [Signature]

Fire (fire chief or designee) present  
Name and Title: Nathan Finch OFC 48

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