

School Emergency Drills Documentation Form

Type of Drill:

- Fire Drill (5 required - 3 by Dec. 1)
 Tornado Drill (2 required - 1 in March)
 Shelter in Place (2 required)
 Lock-down (2 required - 1 prior to Dec. 1)

Time of Drill:

- Standard
 Class Change
 Recess
 Lunch

Name of Reporting School:

Date of Drill:

Time Drill was held:

 a.m. p.m.

Exact time required to evacuate/shelter/secure:

Total Participants:

Remarks:

This report is for the following Emergency Drill Year/Type/#:

School *Preschool-Admin*
Year *2017-18*Fire Drill # *2*

Tornado #

Shelter IP #

Lock-down #

Name of person conducting drill:

Title of person conducting drill:

Signature of person conducting drill:

Fire Chief present (or designee):

Title:

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