

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

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

9:30 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: 9/21/18

Time Drill was held: 9:30 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 MIN 5 SEC

Total Participants: 350+ Remarks: _____

This report is for Emergency Drill Fire# 1 out of 5 for school year 2018 /2019

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: N/A

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