

# 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  
Year

Fire Drill #

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**