

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:

Preschool

Date of Drill:

2.12.25

Time Drill was held:

12:45

☐ a.m.

☒ p.m.

Exact time required to evacuate/shelter/secure:

1 minute 20 seconds

Total Participants:

103

Remarks:

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

School
Year

24-25

Fire Drill #

Tornado #

Shelter IP #

Lock-down #

2

Name of person conducting drill:

Melissa Cochrell

Title of person conducting drill:

Director

Signature of person conducting drill:

Melissa Cochrell

Fire Chief present (or designee):

Title:

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