

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