

School Emergency Drills Documentation Form

Type of Drill:

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

 Tornado Drill (2 required)(1 in March)

 Shelter in Place (1 required)

 Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

 Cardiac Drill (1 required)

Time of Drill:

 x Standard

 Class Change

 Recess

 Lunch

Name of Reporting School: Lakes Elementary

Date of Drill: 09/12/23 Time Drill was held: 10:00am

The exact time required to evacuate/shelter/secure: 4 minutes, 33 seconds

Total Participants: 550 Remarks: Building emptied in less than 2 minutes. Took an additional 2 minutes to account for all classes.

This report is for Emergency Drill Fire# 1 out of 5 for school year 2023 /2024

Tornado# out of 2 for school year 2023 /2024

Shelter IP# out of 1 for school year 2023 /2024

Lockdown# out of 2 for school year 2023 /2024

Cardiac# out of 1 for school year 2023 /2024

Name of person conducting drill: Mindy McGinn

Title of person conducting drill: Principal

Signature of person conducting drill: 

Fire (fire chief or designee) present

Name and Title:

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