

## School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

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

  X   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 by 10/31)

Name of Reporting School: \_\_\_\_\_

Date of Drill:   9/21/2023   Time Drill was held:   1:20   (a.m./  p.m.  )

Exact time required to evacuate/shelter/secure:   3:04  

Total Participants:   All   Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire#   3   out of 5 for school year 2023 /2024\_

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:   Derek Dillon  

Title of person conducting drill:   Asst 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**