

School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

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

_____ Standard

_____ Tornado Drill (2 required)(1 in March)

_____ Class Change

_____ Shelter in Place (1 required)

_____ Recess

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

 X Lunch

_____ Cardiac Drill (1 required by 10/31)

Name of Reporting School: _____

Date of Drill: 9/22/2023 Time Drill was held: 11:20 (a.m. /p.m.)

Exact time required to evacuate/shelter/secure: 2:48

Total Participants: All Remarks: _____

This report is for Emergency Drill Fire# _____ 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# 1 out of 2 for school year 2023_/2024_

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**