

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

\_\_\_\_\_ Fire Drill (5 required)(3 by 12/1)

\_\_\_\_\_ Standard

1 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)

Name of Reporting School: PARKSIDE ELEMENTARY

Date of Drill: 9/30/14

Time Drill was held: 10:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1:40

Total Participants: 300 +

Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# \_\_\_\_\_ out of 5 for school year 20\_\_/20\_\_

Tornado# 1 out of 2 for school year 2014/2015

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: LARRY WATTERS

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**