

## School Emergency Drills Documentation Form

Type of Drill:

☒ 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:

☒ Standard  
☐ Class Change  
☐ Recess  
☐ Lunch

Name of Reporting School:

Valley View EL

Date of Drill:

9.12.14

Time Drill was held:

11

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

1.5 minutes

Total Participants:

± 660

Remarks:

Need to work on getting  
5<sup>th</sup> & 4<sup>th</sup> gr. wing outside a little sooner.

This report is for Emergency Drill

Fire#

1

out of 5 for school year 2014 /2015

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:

Bdo Siegel

Title of person conducting drill:

Principal

Signature of person conducting drill:

Fire (fire chief or designee) present

Name and Title:

Bdo Siegel

MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL

FAX NUMBER 866-7112