

# School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

\_\_\_\_ 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)

Name of Reporting School: Valley View El.

Date of Drill: 9.19.2014

Time Drill was held: 12:45 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1.5 minutes

Total Participants: ± 660 Remarks: Good drill! All

students & staff in place quickly & quietly.

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: Mr. Bob Siegel

Title of person conducting drill: Principal

Signature of person conducting drill: BA [signature]

Fire (fire chief or designee) present

Name and Title: \_\_\_\_\_

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