

## 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: NEM

Date of Drill: 1/6/16 Time Drill was held: 8:41 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 20 seconds

Total Participants: 900+ Remarks: Total drill lasted  
7 min. 30 sec.

This report is for Emergency Drill	Fire# _____	out of 5 for school year 20__/20__
	Tornado# _____	out of 2 for school year 20__/20__
	Shelter IP# _____	out of 1 for school year 20__/20__
	Lockdown# <u>3</u>	out of 2 for school year 20 <u>15</u> /20 <u>16</u>
	Cardiac# _____	out of 1 for school year 20__/20__

Name of person conducting drill: AL REICKARD

Title of person conducting drill: ASST. PRINCIPAL

Signature of person conducting drill: [Signature]

Fire (fire chief or designee) present

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

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