

**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:9:15 a.m. Standard☐ Class Change☐ Recess☐ LunchName of Reporting School: PARKSIDE ELEMENTARYDate of Drill: 10/12/15Time Drill was held: 9:15 (a.m./p.m.)Exact time required to evacuate/shelter/secure: 1 MINUTE 45 SECONDSTotal Participants: 350 Remarks: _____

This report is for Emergency Drill

Fire# <u>3</u>	out of 5 for school year 20 <u>15</u> /20 <u>16</u>
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: ELLEN ROTHWELLTitle of person conducting drill: HEAD SECRETARYSignature of person conducting drill: Ellen B. Rothwell

Fire (fire chief or designee) present

Name and Title: NONE

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