

**School Emergency Drills
Documentation Form**Type of Drill:Time of Drill:☒ Fire Drill (5 required)(3 by 12/1)9:15 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: PARKSIDE ELEMENTARYDate of Drill: 9/18/15Time Drill was held: 9:15 (a.m./p.m.)Exact time required to evacuate/shelter/secure: 2:00Total Participants: 350

Remarks: _____

This report is for Emergency Drill

Fire# 1out of 5 for school year 20 15 /20 16

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: LARRY WATERSTitle of person conducting drill: PRINCIPAL

Signature of person conducting drill: _____

Fire (fire chief or designee) present

Name and Title: NONE**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL
FAX NUMBER 866-7112**