

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

\_\_\_\_\_ Fire Drill (5 required) (3 by 12/1)

\_\_\_\_\_ Standard

\_\_\_\_\_ Tornado Drill (2 required) (1 in March)

X Class Change

\_\_\_\_\_ Shelter in Place (1 required)

\_\_\_\_\_ Recess

X Lock Down (2 required) (1 prior to Dec 1 & 1 after Jan 1)

\_\_\_\_\_ Lunch

\_\_\_\_\_ Cardiac Drill (1 required)

Name of Reporting School: Freshman Center

Date of Drill: 11/2/15

Time Drill was held: 1:19 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 min

Total Participants: 700

Remarks: \_\_\_\_\_

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# 3 out of 4 for school year 2015/2016

Cardiac# \_\_\_\_\_ out of 1 for school year 20\_\_/20\_\_

Name of person conducting drill: Mr. Tom Hostford

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Fire (fire chief or designee) present  
Name and Title: [Signature]