

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

☒ Fire Drill (5 required)(3 by 12/1)

11 am 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: 3/30/2015 Time Drill was held: 11 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 minutes.

Total Participants: ± 660 Remarks: All students exited the building quickly, orderly & quietly.

This report is for Emergency Drill Fire# 4 out of 5 for school year 2014/2015
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: Wendy Carlson

Title of person conducting drill: Secretary

Signature of person conducting drill: Wendy Carlson

Fire (fire chief or designee) present

Name and Title: _____

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