

**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)

\_\_\_\_\_ Class Change

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

\_\_\_\_\_ Recess

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

X Lunch

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

Name of Reporting School:

Valley View EL

Date of Drill:

4-3-2015

Time Drill was held:

Noon

(a.m./p.m.)

Exact time required to evacuate/shelter/secure:

Total Participants:

± 660

Remarks:

Took about 2-3

min. to get all students in lock down mode.

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# 2

out of 2 for school year 204/2015

Cardiac# \_\_\_\_\_

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

Name of person conducting drill:

Bob Siegel

Title of person conducting drill:

Principal

Signature of person conducting drill:

Bob Siegel

Fire (fire chief or designee) present

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

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