

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

_____	Fire Drill (5 required)(3 by 12/1)	_____	<u>Standard</u>
<u>X</u>	Tornado Drill (2 required – 1 in March)	<u>9 am</u>	Class Change
_____	Shelter in Place (2 required)	_____	Recess
_____	Lock Down (2 required 1 prior to Dec 1)	_____	Lunch

Name of Reporting School: Valley View El.

Date of Drill: 9.28.2015 Time Drill was held: 9 (a.m./p.m.)

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

Total Participants: ± 660 Remarks: Students moved to their designated safe areas quickly & quietly. ☺

This report is for Emergency Drill	Fire# _____	out of 5 for school year _____
	Tornado# <u>1</u>	out of 2 for school year _____
	Shelter IP# _____	out of 2 for school _____
	Lockdown# _____	out of 2 for school _____

Name of person conducting drill: Mr. Bob Siegel

Title of person conducting drill: Principal

Signature of person conducting drill: BSiegel

Fire (fire chief or designee) present  
Name and Title: \_\_\_\_\_

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