

## School Emergency Drills Documentation Form

Type of Drill:

☒ Fire Drill (5 required)(3 by 12/1)  
☐ Tornado Drill (2 required)( 1 in March)  
☐ Shelter in Place (1 required)  
☐ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)  
☐ Cardiac Drill (1 required)

Time of Drill:

1:00 p Standard  
☐ Class Change  
☐ Recess  
☐ Lunch

Name of Reporting School: Lakes Elementary

Date of Drill: Thurs. Sept. 1, 2016 Time Drill was held: 1:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 min. 29 sec

Total Participants: 501 Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# <u>1</u>	out of 5 for school year 20 <u>16</u> /20 <u>17</u>
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: Sharon Wells

Title of person conducting drill: Principal

Signature of person conducting drill: 

Fire (fire chief or designee) present

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

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