

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

\_\_\_\_\_ Fire Drill (5 required)(3 by 12/1)  
\_\_\_\_\_ Tornado Drill (2 required - 1 in March)  
\_\_\_\_\_ Shelter in Place (2 required)  
✓ Lock Down (2 required 1 prior to Dec 1) ①

\_\_\_\_\_ Standard  
\_\_\_\_\_ Class Change  
✓ Recess  
\_\_\_\_\_ Lunch

Name of Reporting School: \_\_\_\_\_

Valley View

Date of Drill: \_\_\_\_\_

10/4/16

Time Drill was held: \_\_\_\_\_

3:05

(a.m./p.m.)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

3:07

Total Participants: \_\_\_\_\_

650

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

This report is for Emergency Drill

Fire# \_\_\_\_\_

out of 5 for school year \_\_\_\_\_

Tornado# \_\_\_\_\_

out of 2 for school year \_\_\_\_\_

Shelter IP# \_\_\_\_\_

out of 2 for school \_\_\_\_\_

Lockdown# 1

out of 2 for school \_\_\_\_\_

Name of person conducting drill: \_\_\_\_\_

Bob Siegel

Title of person conducting drill: \_\_\_\_\_

Principal

Signature of person conducting drill: \_\_\_\_\_

B. Siegel

Fire (fire chief or designee) present

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

John

PSO

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