

**School Emergency Drills  
Documentation Form**

Type of Drill:

\_\_\_\_\_ Fire Drill (5 required)(3 by 12/1)

X 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:

X

Standard

\_\_\_\_\_

Class Change

\_\_\_\_\_

Recess

\_\_\_\_\_

Lunch

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

MDR

Date of Drill: 10/21/16

Time Drill was held: 1:00 (a.m./p.m.)

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

4:01

Total Participants: 497

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

This report is for Emergency Drill

Fire# \_\_\_\_\_ out of 5 for school year 20\_\_/20\_\_

Tornado# 1 out of 2 for school year 2016/2017

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: \_\_\_\_\_

Blake Bowman

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

principal

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

BB

Fire (fire chief or designee) present

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

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