

# **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☐ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)☐ Lunch☐ Cardiac Drill (1 required)Name of Reporting School: Administration/ Child Care- PreschoolDate of Drill: Nov. 2, 2016 Time Drill was held: 9:15 (a.m./p.m.)Exact time required to evacuate/shelter/secure: 1:16:42Total Participants: 92 students Remarks: preschool onlyThis report is for Emergency Drill Fire# 2 out of 5 for school year 2016/2017

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: Melissa CochrellTitle of person conducting drill: Child care and Preschool DirectorSignature of person conducting drill: Melissa Cochrell

Fire (fire chief or designee) present

Name and Title: Mark K. Fire Marshal

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