

# **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: Preschool and Child CareDate of Drill: 10/18/16Time Drill was held: 11:00 (a.m.)/p.m.)Exact time required to evacuate/shelter/secure: 4 minutesTotal Participants: 90 students 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: Melissa CochrillTitle of person conducting drill: Director of Preschool + Child careSignature of person conducting drill: Melissa Cochrill

Fire (fire chief or designee) present

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

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