

School Emergency Drills Documentation Form

Type of Drill:Time of Drill: Fire Drill (5 required)(3 by 12/1)X

Standard

 Tornado Drill (2 required)(1 in March)

Class Change

X 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 CareDate of Drill: 1.24.17Time Drill was held: 10:15 (a.m./p.m.)Exact time required to evacuate/shelter/secure: approx. 2 min.Total Participants: 87 children Remarks:

This report is for Emergency Drill

Fire# out of 5 for school year 20 /20 Tornado# out of 2 for school year 20 /20 Shelter IP# 1 out of 1 for school year 20 16 /20 17Lockdown# 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: Preschool - Child Care DirectorSignature of person conducting drill: Melissa Cochrell

Fire (fire chief or designee) present

Name and Title:

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