

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

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

1:10

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: PARKSIDE ELEMENTARY

Date of Drill: 4/20/17

Time Drill was held: 1:10 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1 min. 45 sec.

Total Participants: 350 + Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# 5 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: LARRY WATTERS

Title of person conducting drill: PRINCIPAL

Signature of person conducting drill: Laurence D. Watters

Fire (fire chief or designee) present  
Name and Title: \_\_\_\_\_

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