

School Emergency Drills Documentation Form

Type of Drill:

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

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:

Standard

Class Change

Recess

Lunch

Name of Reporting School: Lakes Elementary

Date of Drill: 9.18.17 Time Drill was held: 10:02 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 min 9 sec

Total Participants: 557 Remarks: _____

This report is for Emergency Drill

Fire# <u>2</u>	out of 5 for school year 20 <u>17</u> /20 <u>18</u>
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: Sharon Wells

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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

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