

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

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

X 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: Lakes Elementary

Date of Drill: 10-10-18

Time Drill was held: 11:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:03

Total Participants: 549

Remarks: _____

This report is for Emergency Drill

Fire# 3 out of 5 for school year 20 18/20 19

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: Erin Wenger & Tracy Ignasiak

Title of person conducting drill: Secretaries

Signature of person conducting drill: E. X. Wenger Tracy Ignasiak

Fire (fire chief or designee) present

Name and Title: None

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