

# School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

2 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: \_\_\_\_\_

Date of Drill: 10/11/18

Time Drill was held: 2:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1 Min. 40 sec.

Total Participants: 377 + Staff Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# 2

out of 5 for school year 2018/2019

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: Shannon Ouellette

Title of person conducting drill: Principal

Signature of person conducting drill: Shannon Ouellette

Fire (fire chief or designee) present  
Name and Title: Jeff Quail Asst Chf 10-11-18

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