

## 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: Lakes Elementary

Date of Drill: 11.1.18

Time Drill was held: 1:30 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 13 min to check exterior of the building.

Total Participants: 557 Remarks: Exterior door #7 unlocked.

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 2018/2019

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. Wenger Tracy Ignasiak

Fire (fire chief or designee) present

Name and Title: N/A

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