

# School Emergency Drills Documentation Form

## Type of Drill:

- ☐ Fire Drill (5 required - 3 by Dec. 1)  
☐ Tornado Drill (2 required - 1 in March)  
☐ Shelter in Place (2 required)  
☒ Lock-down (2 required - 1 prior to Dec. 1)

## Time of Drill:

- ☒ Standard  
☐ Class Change  
☐ Recess  
☐ Lunch

## Name of Reporting School:

Date of Drill:

9/6/18

Time Drill was held:

1:00 pm

☐ a.m.

☒ p.m.

Exact time required to evacuate/shelter/secure:

2 min 26 sec.

Total Participants:

205

Remarks:

All classroom doors were locked. Lights were off. Students were quiet in all classrooms.

This report is for the following Emergency Drill Year/Type/#:

School  
Year

2018-2019

Fire Drill #

Tornado #

Shelter IP #

Lock-down # /

Name of person conducting drill:

Math Zokoe

Title of person conducting drill:

Principal

Signature of person conducting drill:

Matthew Zokoe

Fire Chief present (or designee):

Title:

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