

## 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: Valley View elementary

Date of Drill: 6/11/19 Time Drill was held: 9:01 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2 min, 55 sec.

Total Participants: 725 Remarks: Went great!

This report is for Emergency Drill

Fire# 5 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: Jeremy Karel

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