

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

☒ 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: PARKSIDE ELEMENTARY

Date of Drill: 9/24/19 Time Drill was held: 1:10 (a.m./p.m.) (p.m.)

Exact time required to evacuate/shelter/secure: 1:42

Total Participants: 350 + Remarks: \_\_\_\_\_

This report is for Emergency Drill      Fire# 2      out of 5 for school year 20 19 /20 20  
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: ELLEN VANDERWERP

Title of person conducting drill: PRINCIPAL SECRETARY

Signature of person conducting drill: Ellen B. VanderWerp

Fire (fire chief or designee) present

Name and Title: JASON BRADLEY PUBLIC SAFETY OFFICER

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