

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:****Time Drill was held:** a.m. p.m.**Exact time required to evacuate/shelter/secure:****Total Participants:****Remarks:**

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

School
Year

Fire Drill #

Tornado #

Shelter IP #

Lock-down #

Name of person conducting drill:

Title of person conducting drill:

Signature of person conducting drill:

Fire Chief present (or designee):

Title:

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