

## School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

X Fire Drill (5 required)(3 by 12/1)

\_\_\_\_\_ Standard

\_\_\_\_\_ Tornado Drill (2 required)( 1 in March)

X Class Change

\_\_\_\_\_ Shelter in Place (1 required)

X Recess

\_\_\_\_\_ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

X Lunch

\_\_\_\_\_ Cardiac Drill (1 required)

Name of Reporting School: Lakes Elementary

Date of Drill: 3.22.21

Time Drill was held: 1:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 15 minutes w/social distancing guidelines.

Total Participants: 472 Remarks: We dismissed a few groups at a time to make sure we stayed in our co-horts.

This report is for Emergency Drill

Fire# 4 out of 5 for school year 2020 /2021

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: Mindy McGinn

Title of person conducting drill: Principal

Signature of person conducting drill: 

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**