

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