

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