

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

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

X 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 by 10/31)

Name of Reporting School: Valley View

Date of Drill: 10/30/24 Time Drill was held: 9:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2: min

Total Participants: 400 Remarks: \_\_\_\_\_

This report is for Emergency Drill      Fire# 3      out of 5 for school year 2024/2025  
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: Jeremy Karel

Title of person conducting drill: Principal

Signature of person conducting drill: 

Fire (fire chief or designee) present  
Name and Title: P. Denny #57

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