

# School Emergency Drills Documentation Form

Type of Drill:

Fire Drill (5 required)(3 by 12/1)  
 Tornado Drill (2 required)( 1 in March)  
 Shelter in Place (1 required)  
 Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)  
 Cardiac Drill (1 required)

Time of Drill:

Standard  
 Class Change  
 Recess  
 Lunch

Name of Reporting School: Lakes Elementary

Date of Drill: 5/15/2023 Time Drill was held: 1:52pm

The exact time required to evacuate/shelter/secure: 2:55

Total Participants: 538 Remarks: Time to check and verify each class's location and positioning.

This report is for Emergency Drill

Fire#	_____	out of 5 for school year 2022 /2023
Tornado#	<u>2</u>	out of 2 for school year 2022 /2023
Shelter IP#	_____	out of 1 for school year 2022 /2023
Lockdown#	_____	out of 2 for school year 2022 /2023
Cardiac#	_____	out of 1 for school year 2022 /2023

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: \_\_\_\_\_

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