

**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)

Name of Reporting School: Parkside Elementary

Date of Drill: 11/4/22 Time Drill was held: 1:10 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 1:55

Total Participants: 329 Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# 4 out of 5 for school year 2022/2023

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: Larry Watters

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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

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