

# School Emergency Drills Documentation Form

Type of Drill:

Time of Drill:

\_\_\_\_\_ 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

\_\_\_X\_\_\_ 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: \_\_\_\_\_ FRESHMAN CENTER \_\_\_\_\_

Date of Drill: \_\_\_\_\_ 1/11/2023 \_\_\_\_\_ Time Drill was held: \_\_\_\_\_ 1:30 \_\_\_\_\_ (a.m./p.m.)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_ 3:49 min \_\_\_\_\_

Total Participants: \_\_\_\_\_ ALL \_\_\_\_\_ Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# \_\_\_\_\_ out of 5 for school year 20\_\_\_ /20\_\_\_

Tornado# \_\_\_\_\_ out of 2 for school year 20\_\_\_/20\_\_\_

Shelter IP# \_\_\_\_\_ out of 1 for school year 20\_\_\_/20\_\_\_

Lockdown# \_\_\_3\_\_\_ out of 2 for school year 2022\_/2033\_

Cardiac# \_\_\_\_\_ out of 1 for school year 20\_\_\_/20\_\_\_

Name of person conducting drill: \_\_\_\_\_ DEREK DILLON \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_ ASST 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**