

**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)

Name of Reporting School: Parkside Elementary

Date of Drill: 3/14/24

Time Drill was held: 10:00 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3:15

Total Participants: 323 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#	<u>2</u>	out of 2 for school year 20	<u>23</u> /20 <u>24</u>
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: \_\_\_\_\_

Fire (fire chief or designee) present

Name and Title: Mitchell Lass - Firefighter 

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