

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

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

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: 9.28.23 Time Drill was held: 9:30 (a.m./p.m.)

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

Total Participants: 660 Remarks: Alarm did not sound in any of 5 portables.

This report is for Emergency Drill      Fire# 2      out of 5 for school year 2023/2024  
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 Havel

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**