

# 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)

Name of Reporting School: Lakes Elementary

Date of Drill: 11/8/24 Time Drill was held: 10:15am

The exact time required to evacuate/shelter/secure: 2 minutes, 24 seconds

Total Participants: 447 Remarks: \_\_\_\_\_

This report is for Emergency Drill Fire# 2 out of 5 for school year 2024 /2025

Tornado# \_\_\_\_\_ out of 2 for school year 2024 /2025

Shelter IP# \_\_\_\_\_ out of 1 for school year 2024 /2025

Lockdown# \_\_\_\_\_ out of 2 for school year 2024 /2025

Cardiac# \_\_\_\_\_ out of 1 for school year 2024 /2025

Name of person conducting drill: Matt Zokoe

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**