

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: 04/29/24 (replaced 4/11/24)

Time Drill was held: 1:18pm

The exact time required to evacuate/shelter/secure: 3 minutes, 47 seconds

Total Participants: 538 Remarks: _____

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

Tornado# _____ out of 2 for school year 2023 /2024

Shelter IP# _____ out of 1 for school year 2023 /2024

Lockdown# _____ out of 2 for school year 2023 /2024

Cardiac# _____ out of 1 for school year 2023 /2024

Name of person conducting drill: Mindy McGinn

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**