

# School Emergency Drills Documentation Form

Type of Drill:

\_\_\_\_\_ Fire Drill (5 required)(3 by 12/1)  
\_\_\_\_\_ Tornado Drill (2 required)( 1 in March)  
\_\_\_x\_\_\_ Shelter in Place (1 required)  
\_\_\_\_\_ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)  
\_\_\_\_\_ Cardiac Drill (1 required)

Time of Drill:

\_\_\_x\_\_\_ Standard  
\_\_\_\_\_ Class Change  
\_\_\_\_\_ Recess  
\_\_\_\_\_ Lunch

Name of Reporting School: \_\_\_ Lakes Elementary \_\_\_\_\_

Date of Drill: \_09/22/23\_\_\_\_\_ Time Drill was held: \_9:15am\_\_\_\_\_

The exact time required to evacuate/shelter/secure: \_6 minutes\_\_\_\_\_

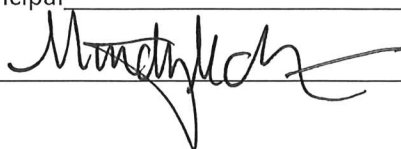
Total Participants: \_543\_ Remarks: \_Mindy and 3 Firefighters walked and checked building. One student was sent to the office before drill was completed. \_Student was then secured in the office.

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This report is for Emergency Drill    Fire# \_\_\_\_\_    out of 5 for school year 2023 /2024  
Tornado# \_\_\_\_\_    out of 2 for school year 2023 /2024  
Shelter IP# \_\_\_1\_\_\_    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: \_\_\_\_\_