

School Emergency Drills Documentation Form

Type of Drill:

Fire Drill (5 required)(3 by 12/1)
 Tornado Drill (2 required)(1 in March)
 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:

Standard
 Class Change
 Recess
 Lunch

Name of Reporting School: Lakes Elementary

Date of Drill: 03/07/24 Time Drill was held: 1:30pm

The exact time required to evacuate/shelter/secure: 4 minutes, 22 seconds

Total Participants: 528 Remarks: Time to shelter includes the time for 2 individuals to sweep the entire building and make sure all students are in the proper position.

This report is for Emergency Drill

Fire#	_____	out of 5 for school year 2023 /2024
Tornado#	<u>2</u>	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**