

School Emergency Drills Documentation Form

| <u>Type of Drill</u> | <u>Time of Drill¹</u> |
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| <input checked="" type="checkbox"/> Fire Drill ² (<u>1</u> of 5) ✓ | <input checked="" type="checkbox"/> Standard |
| <input type="checkbox"/> Tornado Drill ³ (___ of 2) | <input type="checkbox"/> Class Change |
| <input type="checkbox"/> Lockdown ⁴ (___ of 3) | <input type="checkbox"/> Recess/Lunch |
| | <input type="checkbox"/> Other _____ |

School Name: High School School Year: 2014

Date of Drill: 9-9-14 Time of Drill: 7:30 (am/pm)

Exact time required to evacuate/shelter/secure: 2:43 Total Participants: Class day

Remarks: Fire drill went very smooth

Name of person conducting drill: Mitch Roszkrows Title: AP

Signature of principal or designee confirming drill completion: Mitchell A Roszkrows

Drill was coordinated with:

County/Local Emergency Management Coordinator or designee

AND

Law Enforcement (County Sheriff, chief of police, state police, or designee)

OR

Fire (Fire chief or designee)

¹ At least one drill must occur during lunch, recess, or at another time when a significant number of students are gathered not in a classroom

² Three of these drills must take place by December 1 and all drills must have reasonable intervals

³ At least one must take place in March

⁴ Must include security measures appropriate to an emergency such as the release of hazardous material or the presence of a potentially dangerous individual on or near the premises. One drill must be prior to December 1 and one drill must be after