

**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 by 10/31)

Time of Drill:

☒ Standard

☐ Class Change

☐ Recess

☐ Lunch

Name of Reporting School: Parkside Elementary School

Date of Drill: 4/15/25 Time Drill was held: 1:15 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 3 minutes, 7 seconds

Total Participants: 205 Remarks: _____

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

Tornado# _____ out of 2 for school year 20____/20____

Shelter IP# _____ out of 1 for school year 20____/20____

Lockdown# _____ out of 2 for school year 20____/20____

Cardiac# _____ out of 1 for school year 20____/20____

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:  FIRE FIGHTER

**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL
FAX NUMBER 866-7112**