

**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 (ASD classes)

\_\_\_\_\_ Lunch

Name of Reporting School: Parkside Elementary

Date of Drill: 1/29/25 Time Drill was held: 1:15 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 6min 53sec

Total Participants: 205 Remarks: Walkie-talkie for ASD classrooms;  
"drill in progress" sign for front door

This report is for Emergency Drill	Fire# _____	out of 5 for school year 20__/20__
	Tornado# _____	out of 2 for school year 20__/20__
	Shelter IP# _____	out of 1 for school year 20__/20__
	Lockdown# <u>2</u>	out of 2 for school year 20 <u>24</u> /20 <u>25</u>
	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: Mindy McGinn

Fire (fire chief or designee) present  
Name and Title: \_\_\_\_\_

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