

# School Emergency Drills Documentation Form

## Type of Drill:

- Fire Drill (5 required - 3 by Dec. 1)  
 Tornado Drill (2 required - 1 in March)  
 Shelter in Place (2 required)  
 Lock-down (2 required - 1 prior to Dec. 1)

## Time of Drill:

- Standard  
 Class Change  
 Recess  
 Lunch

Name of Reporting School:

Preschool

Date of Drill:

2.12.25

Time Drill was held:

12:45

a.m.

p.m.

Exact time required to evacuate/shelter/secure:

1 minute 20 seconds

Total Participants:

103

Remarks:

This report is for the following Emergency Drill Year/Type/#:

School  
Year

24-25

Fire Drill #

Tornado #

Shelter IP #

Lock-down #

2

Name of person conducting drill:

Melissa Cochrell

Title of person conducting drill:

Director

Signature of person conducting drill:

Melissa Cochrell

Fire Chief present (or designee):

Title:

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