

**School Emergency Drills
Documentation Form**

Type of Drill:

Time of Drill:

☒ Fire Drill (5 required)(3 by 12/1)

_____ Standard

_____ Tornado Drill (2 required)(1 in March)

☒ Class Change

_____ Shelter in Place (1 required)

_____ Recess

_____ Lock Down (2 required)(1 prior to Dec 1 & 1 after Jan 1)

_____ Lunch

_____ Cardiac Drill (1 required by 10/31)

Name of Reporting School: Valley View

Date of Drill: 5.5.25 Time Drill was held: 1:15 (a.m. (p.m.))

Exact time required to evacuate/shelter/secure: 1:45

Total Participants: 380 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: Jeremy Karel

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

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

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