

**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: East Polkwood Middle School

Date of Drill: 9-28-23 Time Drill was held: 1:40 (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 2:55

Total Participants: 837 Remarks: _____

This report is for Emergency Drill Fire# 3 out of 5 for school year 20 23/20 24
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: Jesal Santillan

Title of person conducting drill: Asst Principal

Signature of person conducting drill: _____

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

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