

**School Emergency Drills  
Documentation Form**

Type of Drill:

Time of Drill:

X Fire Drill (5 required)(3 by 12/1)

X 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)

Name of Reporting School: Parkside Elementary

Date of Drill: 11/2/23 Time Drill was held: 1:10 (a.m./p.m.) (p.m.)

Exact time required to evacuate/shelter/secure: 1:59

Total Participants: 328 Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# <u>4</u>	out of 5 for school year 20 <u>23</u> /20 <u>24</u>
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: Kim Babins

Title of person conducting drill: admin. assistant

Signature of person conducting drill: [Signature]

Fire (fire chief or designee) present

Name and Title: [Signature] Firefighter

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