

# SCHOOL EMERGENCY DRILLS

2019-2020 Documentation Form

## Type of Drill

- \_\_\_\_\_ Fire Drill (5 Required – 3 must be held by December 1)
- \_\_\_\_\_ Tornado Drill (2 Required – 1 must be held in March)
- 1st Lock Down/Shelter in Place Drill (3 Required – 1 must be held by December 1<sup>st</sup> & at least one after January 1st)

## Time of Drill

- Standard Schedule
- \_\_\_\_\_ Class Change
- \_\_\_\_\_ Recess
- \_\_\_\_\_ Lunch
- \_\_\_\_\_ Other \_\_\_\_\_

Name of Reporting School: Keicher

Date of Drill: 10-15-19

Time Drill was Held: 10:45

Exact Time Required to Evacuate/Shelter/Secure: 10:55 to release every room

Total Participants: 450

Remarks: need to double check and label all keys

To date the following drills have been conducted for ~~2016-2017~~: 2019-2020

- Fire Drill \_\_\_\_\_ out of 5
- Tornado Drill \_\_\_\_\_ out of 2
- Lock Down Drill 1 out of 3

Name of Person Conducting Drill: Lisa Haynes

Title of Person Conducting Drill: Principal

Signature of Building Principal: Lisa Haynes