

# SCHOOL EMERGENCY DRILLS

2023-2024 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)
- 2nd \_\_\_\_\_ Lock Down/Shelter in Place Drill (3 Required – 1 must be held by December 1<sup>st</sup> & at least one after January 1<sup>st</sup>)

## Time of Drill

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

Name of Reporting School: Keicher Elementary

Date of Drill: 1-8-24

Time Drill was Held: 2:45

Exact Time Required to Evacuate/Shelter/Secure: 5 minutes 19 secs to

Total Participants: 453 check/unlock

Remarks: a few keys wouldn't all rooms  
work ð

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

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

Name of Person Conducting Drill: Lisa Haynes

Title of Person Conducting Drill: Principal

Signature of Building Principal: Lisa Haynes