

# FPS School Emergency Drills

## Documentation Form for the 2017-2018 School Year

This form must be completed for each drill. Upon completion of each drill, please email Analisa Collins your signed drill report. Analisa will post them on the district website within 5 days of the drill completion and it will remain posted for 3 years.

### Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events:

Please explain: \_\_\_\_\_

Name of Reporting School: Mound Park Elementary

Date of Drill: 11-20-2017 Time drill was held: 11:45 (am/pm)

Exact time required to evacuate/shelter/secure: 5 min.

This report is for emergency drill # 1 of 3 Total Participants: 370 (with staff)

Remarks: Remind teachers they do not need to huddle again w closets during external threats.

Keith Tom

Signature of the school principal/designee acknowledging the completion of the drill

Printed name of the individual in charge of conducting the drill, if it is not the school principal