

# OPSD School Emergency Drills

## Documentation Form for the 2016-2017 School Year

This form must be completed for each drill. Upon completion of each drill, please email Jim Nye your signed drill report. Jim 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)  
3 must take place by December 1, 2016  
There must be a "reasonable" interval between each drill
  
- Tornado Drill (2 required)  
At least 1 must take place in March 2017
  
- Lock Down/Shelter in Place Drill (3 required)  
(Drills in which the occupants are restricted to the interior of the building)  
At least 1 taking place by December 1, 2016  
At least 1 taking place after January 1, 2017

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events

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

Name of Reporting School: Pepper Elementary School

Date of Drill: 10/18/16 Time drill was held: 9:45 (am/pm)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

This report is for emergency drill # 3 of 5 Total Participants: \_\_\_\_\_

Remarks: \_\_\_\_\_

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

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