

**OPSD 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 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, 2017  
There must be a "reasonable" interval between each drill
- Tornado Drill (2 required)  
At least 1 must take place in March 2018
- 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, 2017  
At least 1 taking place after January 1, 2018

**Time of Drill**

- Standard  
 Class Change  
 Recess  
 Other Events

Please explain:

Name of Reporting School: Oak Park Freshman Institute

Date of Drill: May 16, 2018      Time drill was held: 1:45 pm

Exact time required to evacuate/shelter/secure: 2 minutes & 10 Seconds

This report is for emergency drill #4 of 5 Total Participants: 400

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

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