

# OPSD School Emergency Drills

## Documentation Form for the 2015-2016 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, 2015

There must be a "reasonable" interval between each drill

Tornado Drill (2 required)

At least 1 must take place in March 2016

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, 2015

At least 1 taking place after January 1, 2016

### Time of Drill

Standard

Class Change

Recess

Other Events

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

Name of Reporting School: Key Elementary School

Date of Drill: 9.15.15 Time drill was held: 9:45 (am/pm)

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

This report is for emergency drill # 2 of 5 Total Participants: \_\_\_\_\_

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