

# 2025-2026 School Emergency Drill Form

## Ottawa Elementary School

### Evacuation/Fire Drills

Evacuation of all staff, students, and visitors from the building

| Required Emergency Drill Type | Date    | Time   | Administrator's Signature |
|-------------------------------|---------|--------|---------------------------|
| Fire Drill #1                 | 9-16-25 | 8:30am | Jed Sh                    |
| Fire Drill #2                 |         |        |                           |
| Fire Drill #3                 |         |        |                           |
| Fire Drill #4                 |         |        |                           |
| Fire Drill #5                 |         |        |                           |
|                               |         |        |                           |
| Required Emergency Drill Type | Date    | Time   | Administrator's Signature |
| Lockdown Drill #1             |         |        |                           |
| Lockdown Drill #2             |         |        |                           |
| Lockdown Drill #3             |         |        |                           |
|                               |         |        |                           |
| Required Emergency Drill Type | Date    | Time   | Administrator's Signature |
| Tornado Drill #1              |         |        |                           |
| Tornado Drill #2              |         |        |                           |