School Emergency Drills
Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down / Shelter in Place Drill (2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Manistique

Date of Drill: 10/27/16 Time drill was held: 11:50 (pm/am)

Exact time required to evacuate/shelter/secure: 1.30 sec

Total Participants: 480

Remarks: Issues

This report is for emergency drill # 2 for school year 2016.

Name of person conducting drill: John Smith

Title of person conducting drill: Principal

Signature of person conducting drill:

Drill Was Coordinated With:

☐ Emergency Management Coordinator
Name & Title ___________________________________________

AND

☐ Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title ___________________________________________

OR

☐ Fire (fire chief or designee)
Name & Title ___________________________________________

Date: ____________________