School Emergency Drills
Documentation Form

Type of Drill
X Fire Drill (2 required)
___ Tornado Drill (2 required)
___ Lock Down / Shelter in Place Drill (2 required)

Time of Drill
X Class Change (grade six)
___ Standard
___ Recess
___ Other Events

Name of Reporting School: Ministique Middle HS

Date of Drill: 11/11/14 Time drill was held: 11:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min

Total Participants: 570

Remarks: No issues

This report is for emergency drill #4 for school year 2014.

Name of person conducting drill: John Smith
Title of person conducting drill: Principal
Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

☐ Emergency Management Coordinator
Name & Title

AND

X Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title: Officer Kevin D. Smith, #471 MINISTIQUE PUBLIC SAFETY OFFICER

OR

☐ Fire (fire chief or designee)
Name & Title