School Emergency Drills
Documentation Form

Type of Drill

- [x] Fire Drill (5 required)
- ___ Tornado Drill (2 required, one in March)
- ___ Lock Down (3 required)
- ___ Lockdown (recess or cafeteria)
- ___ Lockdown (Air handlers off, reacting to hazardous material)

Time of Drill

- [x] Standard
- ___ Class Change
- ___ Recess
- ___ Other Events

Name of Reporting School: *Maine-Endwell Middle & HS*

Date of Drill: 9/22/14  Time drill was held: 9:25 (pm/am)

Exact time required to evacuate/shelter/secure: 15 min

Total Participants: 490

Remarks:  no problems

This report is for emergency drill #1 for school year 2014/15

Name of person conducting drill: John Smith

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- [x] Emergency Management Coordinator
  Name & Title: Bob Birnbaum was notified

AND

- [x] Law Enforcement (county sheriff or chief of police or designee or MSP)
  Name & Title: [Signature]

OR

- [x] Fire (fire chief or designee)
  Name & Title: [Signature]