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: Minisquoi Middle High School

Date of Drill: 1/9/18 Time drill was held: 8:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1.00 min

Total Participants: 480

Remarks: Without incident

This report is for emergency drill #3 for school year 2017/18

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 Of Kevin D. Smith, #103, Minisquoi Public Safety Officer

OR

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