School Emergency Drills
Documentation Form

Type of Drill
___ Fire Drill (5 required)
___ Tornado Drill (2 required, one in March
X Lock Down (3 required)
X Lockdown (recess or cafeteria) (passing)
___ Lockdown (Air handlers off, reacting to hazardous material)

Time of Drill
___ Standard
___ Class Change
___ Recess
___ Other Events

Name of Reporting School: ____________________________

Date of Drill: 11/22 Time drill was held: 1:30 (pm/am)

Exact time required to evacuate/shelter/secure: 1:00

Total Participants: 480

Remarks: ____________________________

This report is for emergency drill #1 for school year 2017.

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 ____________________________