School Emergency Drills
Documentation Form

**Type of Drill**

- 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**

- Standard
- Class Change
- Recess
- Other Events

**Name of Reporting School:** Mansfield

**Date of Drill:** 3/23/13

**Time drill was held:** 3:00 (pm/am)

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

**Total Participants:** 460

**Remarks:** Without incident

This report is for emergency drill # for school year ______.

**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: Ken Groff (J.S.)

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)
  - Name & Title: __________________________

**OR**

- Fire (fire chief or designee)
  - Name & Title: __________________________