

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events – Recess Transition

Name of Reporting School:

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

Exact time required to evacuate/shelter/secure:

Total Participants:

Remarks:

This report is for emergency drill # for school year

Name of person conducting drill:

Title 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: