

# 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

✓

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: