

# 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: