

**School Emergency Drills
Documentation Form**

Type of Drill

- Fire Drill (\$ required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (\$ required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: KHECC

Date of Drill: 1/18/18 Time drill was held: 10:00 (pm/am)

Exact time required to evacuate/shelter/secure: 3min

Total Participants: 140

Remarks: went well!

This report is for emergency drill # _____ for school year 17/18.

Name of person conducting drill: Dan Brant

Title of person conducting drill: Building Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- Emergency Management Coordinator
Name & Title Jack Stewart - County Emergency Coordinator

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title Officer - Michael Harkema - Walker Police Dept.

OR

- Fire (fire chief or designee)
Name & Title _____