

**School Emergency Drills  
Documentation Form**

- | <u>Type of Drill</u>  | <u>Time of Drill</u>                  |
|---|---------------------------------------|
| <input checked="" type="checkbox"/> Fire Drill (§ required)               | <input type="checkbox"/> Standard     |
| <input type="checkbox"/> Tornado Drill (2 required)                       | <input type="checkbox"/> Class Change |
| <input type="checkbox"/> Lock Down/Shelter in Place Drill<br>(§ required) | <input type="checkbox"/> Recess       |
|   | <input type="checkbox"/> Other Events |

Name of Reporting School: KHECC

Date of Drill: 11-8-17 Time drill was held: 10:30 (pm/am)

Exact time required to evacuate/shelter/secure: 30 seconds

Total Participants: 140

Remarks: went well most students already  
were outside playing.

This report is for emergency drill # 5 for school year 17/18.

Name of person conducting drill: Kim Olson

Title of person conducting drill: Building Secretary

Signature of person conducting drill: Kim Olson

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 \_\_\_\_\_