

**School Emergency Drills  
Documentation Form**

<u>Type of Drill</u>	<u>Time of Drill</u>
<input type="checkbox"/> Fire Drill (5 required)	<input checked="" type="checkbox"/> Standard
<input checked="" type="checkbox"/> Tornado Drill (2 required)	<input type="checkbox"/> Class Change
<input type="checkbox"/> Lock Down/Shelter in Place Drill (2 required)	<input type="checkbox"/> Recess
	<input type="checkbox"/> Other Events

Name of reporting school: Kenowa Hills High School

Date of drill: 10/15/2018 Time drill was held: 10:05am (pm/am)

Exact time required to evacuate/shelter/secure: 3 minutes and 3 seconds

Total participants: 935

Remarks: \_\_\_\_\_

This report is for emergency drill # 4 for school year 2018-2019.

Name of person conducting drill: Jim Smith

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: 

Drill Was **Coordinated** With:

**County/Local Emergency Management Coordinator or designee**  
Name & Title \_\_\_\_\_

AND

**Law Enforcement** (county sheriff or chief of police or designee or MSP)  
Name & Title Deputy Erhardt, School Resource Officer

OR

**Fire** (fire chief or designee)  
Name & Title \_\_\_\_\_