

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 (\$ required) | <input type="checkbox"/> Recess |
| | <input checked="" type="checkbox"/> Other Events (non Instructional Time) |

Name of Reporting School: KHECC

Date of Drill: 3-15-18 Time drill was held: 12:00 (pm/am)

Exact time required to evacuate/shelter/secure: 2 min

Total Participants: 118

Remarks: went well!

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

Name of person conducting drill: Kim Olson

Title of person conducting drill: 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 _____