

# 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: Kenowa Hills Middle School / Northridge

Date of Drill: October 25 Time drill was held: 1:45 (pm/am)

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

Total Participants: 55

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

This report is for emergency drill # 1 for school year 2017-18

Name of person conducting drill: Chip Hegboer

Title of person conducting drill: Teacher

Signature of person conducting drill: Chip Hegboer

Drill Was Coordinated With:

Emergency Management Coordinator  
Name & Title \_\_\_\_\_

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title Kent County Deputy Tim Erhardt

OR

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