

# School Emergency Drills Documentation Form

### Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (2 required)

### Time of Drill

- Standard
- Class Change
- Recess (end of)
- Other Events

Name of Reporting School: Zinser Elementary

Date of Drill: 3/12/18 Time drill was held: 2:50 (pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Total Participants: 350

Remarks: a couple classroom changes had students in new spots - overall well behaved

This report is for emergency drill # 3 for school year 17-18.

Name of person conducting drill: <sup>severe weather</sup> Ross Willard

Title of person conducting drill: Principal

Signature of person conducting drill: Willard

Drill Was Coordinated With:

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

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

OR

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