

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: _____

Date of drill: _____ Time drill was held: _____ (pm/am)

Exact time required to evacuate/shelter/secure: _____

Total participants: _____

Remarks: _____

This report is for emergency drill # _____ for school year _____.

Name of person conducting drill: _____

Title of person conducting drill: _____

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 _____

OR

___ **Fire** (fire chief or designee)

Name & Title _____