

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
 Other Events

Name of Reporting School: New Era Elementary

Date of Drill: 10/7/14 Time drill was held: 9:45 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 45 sec.

Total Participants: 229

Remarks: This is the third Fire drill for New Era.

This report is for emergency drill # 3 for school year 14-15.

Name of person conducting drill: Beth Pranger

Title of person conducting drill: Principal

Signature of person conducting drill: Beth Pranger

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 _____