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# School Emergency Drills Documentation Form

**Type of Drill**

**Time of Drill**

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

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: New Era Elementary

Date of Drill: 1/28/15 Time drill was held: 11:35 (pm/am)

Exact time required to evacuate/shelter/secure: 29 sec.

Total Participants: 215

Remarks: lock Down Drill

This report is for emergency drill # 2 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 \_\_\_\_\_