

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: 3/12 Time drill was held: 2:00 (pm/am)

Exact time required to evacuate/shelter/secure: 1 min 56 sec.

Total Participants: 214

Remarks: 2nd Tornado Drill of the 2014-2015 school year.

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: 

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 _____