

# 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: 10/30/18 Time drill was held: 10:00 (pm/am)

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

Total Participants: 188

Remarks: Lock Down Drill, Shelter in Place

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This report is for emergency drill # 5 for school year 18-19.

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 \_\_\_\_\_