

# 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: 10/21/18 Time drill was held: 1:05 (pm/am)

Exact time required to evacuate/shelter/secure: 1 minute 30 seconds

Total Participants: 184

Remarks: This is the second fire drill of the 18-19 school year.

This report is for emergency drill # 3 for school year 18-19

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 \_\_\_\_\_