

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: 10/26/16 Time drill was held: 10:05 (pm/☐am)

Exact time required to evacuate/shelter/secure: 5 minutes

Total Participants: 200

Remarks: _____

This report is for emergency drill # 1 for school year 16-17.

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 _____