

School Emergency Drills Documentation Form

Kindergarten to 12

Type of Drill

- Fire Drill (5 required)
- Tornado Drill (2 required)
- Lockdown/Shelter-in-Place Drill
(3 required)

Time of Drill

- Standard
- Class Change
- Recess
- Lunch
- Other Events

Name of Reporting School: Sam Adams Elementary

Date of Drill: 9-18-18 Time drill was held: 10:00 (am/pm)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 575

This report is for emergency drill # 1 for school year 2018-2019

Name of person conducting drill: Deb Surmer

Title of person conducting drill: Principal

Signature of person conducting drill: Deb Surmer

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith, Cass Co EMC

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title TK Graves, CCSO Deputy

OR

Fire (fire chief or designee)
Name & Title Melle Police Chief