

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: 9-27-18

Time drill was held: 1:34

(am/pm) (pm)

Exact time required to evacuate/shelter/secure: _____

Total Participants: 580

This report is for emergency drill # 1

for school year 2018-2019

Name of person conducting drill: _____

Deb Stermer

Title of person conducting drill: _____

Principal

Signature of person conducting drill: _____

Deb Stermer

Drill Was Coordinated With:

- Emergency Management Coordinator

Name & Title _____

Dave Smith

AND

- Law Enforcement (county sheriff or chief of police or designee or MSP)

Name & Title _____

Brian Lavale Police Chief

OR

- Fire (fire chief or designee)

Name & Title _____