

# 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: 4-28-17 Time drill was held: 9:15  (am/pm)

Exact time required to evacuate/shelter/secure: 3 min.

Total Participants: 560

This report is for emergency drill # 5 for school year 2016-2017

Name of person conducting drill: DeeAnn Melville-Voss

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

**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 \_\_\_\_\_