

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: Squires

Date of Drill: 1/9/17 Time drill was held: 11:05 (am/pm)

Exact time required to evacuate/shelter/secure: 2 minutes

Total Participants: 62

This report is for emergency drill # 2 for school year 2016-17

Name of person conducting drill: Tracy D. Herbert

Title of person conducting drill: Superintendent

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- Emergency Management Coordinator

Name & Title [Signature]

AND

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

Name & Title Police Chief [Signature] Cassopolis Police

OR

- Fire (fire chief or designee)

Name & Title CCSO Dep. Graves #1468