

# 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: 3-30-17 Time drill was held: 2:15 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 2 min 35 sec

Total Participants: 495

This report is for emergency drill # 2 for school year 2016-2017

Name of person conducting drill: Deborah Skermer

Title of person conducting drill: Assistant Principal

Signature of person conducting drill: Deborah Skermer

**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, Deputy Casso
- OR**
- Fire (fire chief or designee)  
Name & Title \_\_\_\_\_