

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 CCSO
- OR
- Fire (fire chief or designee)
Name & Title _____