

# School Emergency Drills

## Documentation Form

Kindergarten to 12

**Type of Drill**

- Fire Drill (5 required) 3#
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill (3 required)

**Time of Drill**

- Standard
- Class Change
- Recess
- Lunch
- Other Events

Name of Reporting School: SAM ADAMS ELEMENTARY SCHOOL

Date of Drill: 11-16-17 Time drill was held: 1:15 (am/pm)

Exact time required to evacuate/shelter/secure: 2:00

Total Participants: 550

This report is for emergency drill # 3 for school year 2017-2018.

Name of person conducting drill: DeeAnn Melville-Koss

Title of person conducting drill: Principal

Signature of person conducting drill: [Handwritten Signature]

**Drill Was Coordinated With:**

Emergency Management Coordinator  
Name & Title Rachel Smith

**AND**

Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title TK Brown CCSO

**OR**

Fire (fire chief or designee)  
Name & Title \_\_\_\_\_