

School Emergency Drills

Documentation Form

Kindergarten to 12

Type of Drill

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

Time of Drill

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

Name of Reporting School: SAM ADAMS ELEMENTARY SCHOOL

Date of Drill: 1-11-18 Time drill was held: 11:30 (am/pm)

Exact time required to evacuate/shelter/secure: 1:30

Total Participants: 500

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

Name of person conducting drill: DeAnn Melillo-Voss

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

Emergency Management Coordinator
Name & Title David Smith Cass EMC

AND

Law Enforcement (county sheriff or chief of police or designee or MSP)
Name & Title _____

OR

Dep Graves CCSO 1468 Dep
Chief Melillo Cassopolis Police
Patrolman Darr Phillips #3908

Fire (fire chief or designee)
Name & Title _____