

# 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) 3#

### Time of Drill

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

Name of Reporting School: SAM ADAMS ELEMENTARY SCHOOL

Date of Drill: 4-19-18 Time drill was held: 1:30 (am/pm) (pm)

Exact time required to evacuate/shelter/secure: 3:00

Total Participants: 555

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

Name of person conducting drill: DeeAnn McWille-Loss

Title of person conducting drill: Principal

Signature of person conducting drill: [Signature]

Drill Was Coordinated With:

- Emergency Management Coordinator  
Name & Title \_\_\_\_\_

**AND**

- Law Enforcement (county sheriff or chief of police or designee or MSP)  
Name & Title \_\_\_\_\_

**OR**

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