

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: Squines Educ Ctr

Date of Drill: 10/2/17

Time drill was held: 11:45 (am/pm)

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

Total Participants: 50

This report is for emergency drill # 1

for school year 2017-18

Name of person conducting drill: Cindy Martynowicz

Title of person conducting drill: Admin Asst.

Signature of person conducting drill: Cindy Martynowicz

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

T.K. Graves CCSO Dep.

OR

Don OBERMEXIK CASSOPOLIS POLICE DEPT.



Fire (fire chief or designee)

Name & Title