

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: Squires

Date of Drill: 3-30-17 Time drill was held: 10:40 (am/pm)

Exact time required to evacuate/shelter/secure: 1 min 20 sec

Total Participants: 65

This report is for emergency drill # 2 for school year 2016-17

Name of person conducting drill: Tracy D. Hartsel

Title of person conducting drill: Superintendent

Signature of person conducting drill: [Signature]

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, CCSO Deputy

OR

Fire (fire chief or designee)
Name & Title _____