

School Emergency Drills Documentation Form

Type of Drill

- Fire Drill (6 required)
- Tornado Drill (2 required)
- Lock Down/Shelter in Place Drill
(2 required)

Time of Drill

- Standard
- Class Change
- Recess
- Other Events

Name of Reporting School: Freedom Acres School

Date of Drill: 2/29/16 Time drill was held: 1:03 pm (pm/am)

Exact time required to evacuate/shelter/secure: less than five minutes

Total Participants: 57

Remarks: Found a door that needs lock fixed. Work order submitted same day.

This report is for emergency drill # 8 for school year 15-16.

Name of person conducting drill: Terry Platte

Title of person conducting drill: Principal

Signature of person conducting drill: 

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 _____