

# School Emergency Drills Documentation Form

### Type of Drill

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

### Time of Drill

- Standard
- Class Change
- Recess
- Other Events  
*start of day*

Name of Reporting School: Freedom Acres School

Date of Drill: April 13, 2017 Time drill was held: 8:32 (pm/am)

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

Total Participants: 88 people

Remarks: Time of drill was adjusted from original schedule due to state testing requirements. Great opportunity to practice during a transition into school time and at the start of the day. Teachers and staff followed procedure and the drill was completed in a very efficient manner. Remind App. was utilized to notify staff that commutes to other schools and were on home visits.

This report is for emergency drill #9 for school year 2016-17.

Name of person conducting drill: Angela Miller

Title of person conducting drill: Principal

Signature of person conducting drill: Angela Miller

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 \_\_\_\_\_