

# 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

Name of Reporting School: Freedom Acres School

Date of Drill: July 11, 2018 Time drill was held: 12:29 (pm/am)

Exact time required to evacuate/shelter/secure: 3 minutes 13 seconds

Total Participants: 83 participants

Remarks: Great opportunity to practice a drill with summer programming in session and our 200-day SCI programming in session. Our Early On program just released their learners and parents. Remind App was utilized to communicate staff that commutes to other schools and does routine home visits. Teachers followed procedures and utilized color cards to communicate attendance was complete for each class. Second shift custodial staff was reporting and met with staff to review procedures after the drill.

This report is for emergency drill # 1 for school year 2018-19.

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 \_\_\_\_\_